

Adopted in Accordance with S.B. 78-1

# **STATUTES OF THE ASSOCIATED STUDENTS**

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# INTRODUCTION

## CHAPTER 001: PRELIMINARY

### **SECTION 01: PURPOSE**

The purpose of the Statutes of the Associated Students is to provide for a single, well-organized document that contains all prevailing law of the Associated Students of the University of Nevada.

### **SECTION 02: REFERENCING PARTS OF THE STATUTES OF THE ASSOCIATED STUDENTS**

- a) References to a section of the Statutes of the Associated Students are listed in the manner of Chapter then Section. Section 02 of this Chapter would be written as follows: SAS 001.02
- b) If referencing a subsection, the subsection label is appended to the section label with a period. This subsection would read: SAS 001.02.b

### **SECTION 03: PROCEDURE OF AMENDMENTS**

- a) In the event of repealing a bill, the title of the item will be changed to “Repealed,” the text of the item removed, and will be available for use by a new item.
- b) In the event of adding a new Title, Chapter, or Section by a bill, it shall be assigned the lowest consecutive free or repealed number, unless a more appropriate number is deemed necessary.
- c) Once a bill is signed by the President, the Statutes of the Associated Students shall be immediately updated, and the newest version posted on the website to reflect change in law.

### **SECTION 04: PUBLISHING OF THE STATUTES OF THE ASSOCIATED STUDENTS**

- a) The Statutes of the Associated Students shall be posted on the ASUN website, available to the public, near or around the Constitution of the Association.
- b) In the event of an amendment to the Statutes of the Associated Students, it shall be immediately updated, and the newest version posted on the website within seven business days.
- c) At the end of every Session of the Senate, the Statutes of the Associated Students shall be bound and archived as a historical reference.

### **SECTION 05: HIERARCHY**

The hierarchy of the Statutes of the Associated Students shall be:

#### **TITLE:**

Titles are the largest grouping and are ordered successively in roman numerals.

#### **CHAPTER:**

Chapters are sub-groupings of Titles, and are ordered successively within the Title, with the hundreds value equal to the parent Title.

#### **SECTION:**

Sections are numbered consecutively beginning at 01.

#### **SUBSECTIONS:**

Any subsections will be outlined in the following division of levels: a) 1) i)

### **SECTION 06: PRESET SECTIONS**

There shall be Sections preset to have a specific and consistent purpose as listed and defined in the following examples:

a) SECTION 91: Authorization of Appropriations

1) PURPOSE/INTENT:

The purpose of Section 91 is to establish in law a procedural authorization of appropriations as necessary for the operations of the Association.

2) LANGUAGE:

Where utilized, the content of Section 91 shall be in the following form:

SECTION 91: Authorization of Appropriations “There is hereby authorized to be appropriated such sums as may be necessary for the support of the Department.”

SECTION 92: Re-Authorization

1) PURPOSE/INTENT:

The purpose of Section 92 is to ensure the Legislative Branch of the Associated Students its ability to exercise assessment and re-approval of ASUN Departments, Programs and Services.

LANGUAGE:

Where utilized, the content of Section 92 shall be in the following form:

SECTION 92: Senate shall re-authorize or deny re-authorization of SAS (###) by date (mm/dd/yyyy).

SECTION 93: Sunset Clause

1) PURPOSE/INTENT:

The purpose of Section 93 is to establish in law the date of automatic expiration of any provision or amendment within the SAS.

2) LANGUAGE:

Where utilized, the content of Section 93 shall be in the following form:

SECTION 93: SAS (###) shall be terminated as of date (mm/dd/yyyy).

**SECTION 07: RE-AUTHORIZATION AND SUNSET CLAUSES**

In the event of a Sunset Clause or a Denial of a Re-Authorization directive, the Chapter containing the Sunset Clause or Re-Authorization directive is automatically amended by repealing the Chapter pursuant to SAS 001.03.b.

**SECTION 08: SEVERABILITY OF PROVISIONS**

Should any provision or amendment of these statutes be proven invalid, said invalidity implicates neither the entirety of these statutes nor those persons who acted pursuant to the invalid statement.

## CHAPTER 002: CODE OF CONDUCT

### **SECTION 01: ESTABLISHMENT**

There is hereby established a Code of Conduct for all officers of the Associated Students.

### **SECTION 02: MISSION**

The mission of the Associated Students of the University of Nevada is to maximize the educational experience of every student of the University of Nevada. Official positions in the Associated Students are to provide a learning experience of effective leadership, strong integrity, and a conviction for public service.

### **SECTION 03: CONFLICTS OF INTEREST**

#### a) DEFINITION:

A conflict of interest is a situation in which an officer is involved in multiple interests (financial, personal, relational, organizational, emotional, or otherwise), one of which could possibly corrupt the motivation of the officer's behavior within the Association.

#### PROCEDURE:

If at any time an officer recognizes that the officer might possess a conflict of interest, the officer shall remove the officer in question from the situation and shall be relieved from all matters concerning the situation.

### **SECTION 04: NON-DISCRIMINATION**

No officer, elected or appointed, to the Associated Students of the University of Nevada (ASUN) shall hold any office without full and complete support of the equal rights of all students of the University of Nevada, Reno, while acting in any official capacity, to be defined as attempting to discharge the duties of office. The actions of officers shall not involve any discrimination nor prejudice against any fellow students based on, but not limited to, age, citizenship status, color, creed, culture, cultural expression, ethnicity, ethnic expression, gender, gender identity, gender expression, military obligation, national or social origin, neurodivergence, physical disability, race, religion, sex, sex characteristics, sexual orientation, socioeconomic status, spoken language, or veterans status. The Attorney General shall subsequently have power to enforce this article through advisory opinions and charges to the Judicial Council.

### **SECTION 05: OFFICER BEHAVIOR**

- a) Officers of the Associated Students shall behave in such a way as to uphold and advance the integrity of the Association's reputation while acting in an official capacity.
- b) ASUN officers shall hold their position in the highest regard.
- c) The reputation of the Associated Students is dependent on the trust and confidence the officers earn from the students at the University of Nevada. Officers gain credibility by adhering to their commitments, displaying honesty and integrity, and reaching Association and department goals solely through honorable conduct.
- d) Violations of these may result in judicial action.

### **SECTION 06: ENFORCEMENT**

The Attorney General of the Association shall be responsible for enforcing the provisions of this chapter. This may be done through advisory opinions or judicial charges.

## CHAPTER 003: CODE OF ETHICS

### **SECTION 01: ESTABLISHMENT**

There is hereby established a Code of Ethics for all officers of the Associated Students.

### **SECTION 02: PURPOSE**

The purpose of this document is to provide an ethical standard for the officers of ASUN. The code of ethics is non-enforceable and serves only as a reference document.

### **SECTION 03: ADMINISTRATION**

The Senate of the Associated Students shall set ethical standards relating to the conduct of officers in the Association in the form of a Code of Ethics. The Senate of the Associated Students may propose changes to this, with the consent of two-thirds of the body.

### **SECTION 04: AUTHORIZATION OF APPROPRIATIONS**

There is hereby authorized to be appropriated such sums as may be necessary to support this service.

# TITLE I: THE LEGISLATIVE BRANCH

## CHAPTER 101: COMPOSITION

### SECTION 01: COMPOSITION

The Legislative Branch is composed of the Speaker of the Senate and twenty-five (25) elected Senators which includes Chairs of Committees, Vice Chairs of Committees, the Parliamentarian and the Speaker Pro Tempore with the assistance of the Legislative interns, the Secretary of the Senate, the Legislative Clerk, and Committee Secretaries.

### SECTION 02: SPEAKER OF THE SENATE

a) IN GENERAL:

The Senate shall elect from its membership a Speaker of the Senate who shall act as Chair of the Senate and the Committee on Oversight.

b) DUTIES:

The duties of the Speaker of the Senate include, but are not limited to:

- 1) Act as the signing authority for all accounts under control of the Senate.
- 2) Administer oaths and affirmations that are or may be required by the Constitution, or by law, to be taken by any Senator, officer of the Senate, witness, or other person in respect to any matter within the jurisdiction of the Senate.
- 3) Call meetings of the Senate as stated by law.
- 4) Ensure that all meetings of the Senate are virtually accessible through remote technology platforms to the extent practicable.
- 5) Produce the agenda for any given meeting of the Senate and give proper time for officer reports, committee reports and items of business.
- 6) Direct the Senate to maintain proper decorum during meeting.
- 7) Manage Senator resignations and place the announcement of such resignations on the agenda.
- 8) Publicize and, at minimum, place advertisement in the Nevada Sagebrush for vacant Legislative positions.
- 9) Vote in matters of business where the speaker's vote would be decisive.
- 10) Sign all Acts of the Senate within Constitutional time limit.
- 11) Ensure Senate is following Nevada Open Meeting Law
- 12) Determine the quality of paper on which to print enrolled bills.
- 13) Email any legislation originally introduced within Senate or the Committee on Oversight to the Legislative Clerk within 24 hours of posting the agenda.
- 14) Act as President if, by reason of death, resignation, removal from office, inability, or failure to qualify, there is neither a President nor Vice President to discharge the powers and duties of the office of President.
- 15) To serve as a member of the University Leadership Alliance.
- 16) Responsible to attend all ASUN retreats, and trainings as decided by the Director of Executive Outreach.

### SECTION 03: SENATORS

a) IN GENERAL:

A Senator, elected by peers in the college of the senator's major, serves a broad set of functions within the Association. However, the primary role of the Senator is that of legislator, amending and generating bills and resolutions which best reflect the needs and voices of the students during

the Senators term as Senator. Senators must maintain a GPA consistent with the requirements of the Constitution, from an institution of higher education.

b) **DUTIES:**

The Senator is in the prime position to communicate between students and heads of colleges. The duties of the Senator include, but are not limited to:

- 1) Host four office hours within a two-week period
- 2) Regularly attend the entirety of the convening of the Senate and its committees to which the Senator has been assigned. Inability to attend the entirety of Senate meetings on a weekly basis will result in disqualification from the Office of Senator. In the instance of disqualification, a Senator shall resign from Office.
- 3) Report during committee meetings to which the senator is assigned with respect to the Senators activities as the previous meeting, whenever the chair of the committee requests.
- 4) Mentor and educate Legislative Intern(s) that may be assigned to them in concurrence with the standards proposed by the Speaker Pro Tempore and approved by the Senate body for that session.
- 5) Regularly attend meetings of the Student Advisory Board of the college which the officers are representing or take initiative regarding an inactive or nonexistent advisory board
- 6) Regularly attend meeting of the IDEA Committee of the college which the officers are representing or take initiative regarding an inactive or nonexistent diversity committee.
- 7) Below are the minimum attendance requirements expected from a senator for the above duties outlined in Title 1, Section 03, B lines five and six, but officers can serve any additional time at their discretion:
  - a) Senators are only required to sit on half of the semesterly meetings for each group (SAB and DEI boards).
  - b) For colleges that only have one senator, that senator is expected to meet a quarter of semesterly scheduled meetings, so long as they are regularly attending their diversity committee meetings and their student advisory meetings.
  - c) For unique scheduling circumstances, the expected attendance of the senator will be at the discretion of the Speaker of the Senate.
  - d) Any senator has the option to satisfy all of their attendance requirements by being a member of just one board or committee but must be permitted by the Speaker to do so. Only strenuous scheduling circumstances are recommended to be permitted and the senator is expected to collaborate with fellow senators of their college on the information they learn in their role as a member.
- 8) Responsible to attend all ASUN retreats, and trainings as decided by the Speaker of the Senate and the Director of Executive Outreach.

**SECTION 04: CHAIRS OF COMMITTEES**

a) **IN GENERAL:**

One Senator shall be elected to the position of chair per committee of the Senate; any individual Senator who is not the Speaker may not chair more than one committee.

b) **DUTIES:**

The duties of the Chairs of Committees include, but are not limited to, the following:

- 1) Write agendas which reflect the intentions and projects of the Committee;
- 2) Sit on the Committee on Oversight; and
- 3) Deliver a report of the proceedings to their respective Committee during the weekly meeting of the Senate which will include highlights of Senators, topics considered, public comment, and results of interviews and audits performed in committee
- 4) Email any legislation originally introduced within the chairs committee(s) to the Legislative Clerk within 24 hours of posting the agenda.



**SECTION 05: VICE-CHAIRS OF COMMITTEES**

a) **IN GENERAL:**

A vice chair is elected by each committee to serve as a substitute for the chairperson in the Chair's absence.

b) **DUTIES:**

The duties of the Vice Chairs of Committees include, but are not limited to the following:

- 1) Assume the responsibility of the Chairperson in the Chair's absence.
- 2) Draft Minutes in the absence of a committee secretary.
- 3) In the absence of a Secretary at a committee meeting, distribute paper or electronic copies in a manner equivalent to the staff secretary and perform all other duties determined to be necessary by the presiding officer and the Office of the Secretary of the Senate

**SECTION 06: SPEAKER PRO TEMPORE**

a) **IN GENERAL:**

The Senate shall appoint from the membership of the Senate a Speaker Pro Tempore, subject to the majority approval of the Senate. The Speaker Pro Tempore will adopt the duties of the Speaker of the Senate when appropriate, serving at the discretion of the Speaker of the Senate.

b) **DUTIES:**

The duties of the Speaker Pro Tempore include, but are not limited to the following:

- 1) Run weekly meetings of the full-body Senate when the Speaker is not present
- 2) In the case of illness, leave, or omitted to make such an appointment of the Speaker, the Speaker Pro Tempore may perform the duties of the Speaker for a period not exceeding 14 days, subject to the approval of the Senate.
- 3) In the case of a vacancy in the Office of Speaker, the Speaker Pro Tempore shall act as Speaker until the election of a new Speaker. Pending such election, the Speaker Pro Tempore may exercise such authorities of the Office of Speaker as may be necessary and appropriate to that end.
- 4) Sit on the Senate Standing Committee on Oversight, as a full member of the Committee on Oversight. The Speaker Pro Tempore shall report on the legislative internship program.
- 5) Will serve as oversight and liaison to the Legislative Interns.
- 6) Coordinate the application and resignation process of the legislative interns and meet regularly with the Chair of the Legislative Interns to advise on planning of Legislative Intern meetings during the Fall semester.
- 7) Plan, organize, and execute the curriculum of the Legislative Internship program with the aid of the Legislative Chair to include, but not be limited to:
  - i) Produce the education components each week to include sentiments such as: Robert's Rules of Order, the ASUN governing documents, the current Rules of the Senate, the Nevada Open Meeting Law, functions of the Standing Committee, Nevada State and federal laws and policies, writing procedures for legislation, time management, leadership development and research skills
  - ii) Presentations or guest speakers that increase the learning mission of the program.
  - iii) Hold events where Legislative Interns are able to meet current Senators.
  - iv) Coordinate a "buddy system" where Senators are matched to mentor and educate Legislative Intern(s).
- 8) Review candidates for the Legislative Internships for eligibility with the assistance of the administrative faculty of the Center for Student Engagement.
- 9) Develop a standard for the Senators to follow during the mentorship of the assigned interns. This standard shall be proposed by the Speaker Pro Tempore and must be passed by majority approval of the Senate. The standard shall include, but is not limited to:
  - i) A minimum number of hours the Senator shall spend with the assigned interns

- on a two-week time cycle
  - ii) A method Senators shall use to document the time the Senator spends with an intern.
  - iii) Develop a system of demerits for instances when senators fail to fulfill these obligations.
- 10) Report on the senators' compliance with the duties and standards approved by the senate body
- 11) Responsible for the curation of the Senate Legacy Box and all files within it. These files shall provide proper documentation for future senators.

**SECTION 07: PARLIAMENTARIAN**

The Speaker shall appoint from the membership of the Senate a Parliamentarian, subject to the majority approval of the Senate, who shall advise the Speaker and individual Senators on matters of Senate procedure, the law, and the Constitution of the Associated Students. The Parliamentarian shall be informally trained along with or by the Attorney General of the Association within 14 days of assuming office and shall informally train officers and department directors on parliamentarian procedures. The Parliamentarian shall assume a voting position within the Committee of Oversight and the Committee on Government Operations.

**SECTION 08: APPORTIONMENT**

The seats in the Senate shall be apportioned among the colleges as follows:

- a) College of Agriculture, Biotechnology, and Natural Resources: two (2)
- b) College of Business: four (4)
- c) College of Education and Human Development: one (1)
- d) College of Engineering: four (4)
- e) College of Liberal Arts: four (4)
- f) College of Science: four (4)
- g) Orvis School of Nursing/School of Medicine: one (1)
- h) School of Public Health: three (3)
- i) Reynolds School of Journalism: one (1)
- j) School of Social Work: one (1)

**SECTION 09: REAPPORTIONMENT OF SENATORS**

- a) On the first day of December, or within one week thereafter, of the Seventy-Ninth session of the Senate and of each Senate thereafter, the President shall transmit to the Senate a statement showing the whole number of persons in each college and school, and the number of Representatives to which each college and school would be entitled under an apportionment of the then existing number of Senators. The apportionment method used shall be the Huntington-Hill Method of Equal Proportions, whereby each seat is designated in sequence to the college with the highest priority value in descending order. Each college shall be charted on a horizontal axis and the row number on the vertical axis. The priority value (q) is determined by dividing the population of the college (p) by the square root of (n-1)(n), "n" being equal to the row number in question. For the first row, each college will approach infinite priority, and each will be granted one seat:

$$q = p / [(n-1)(n)]^{(1/2)}$$

$$q = p / [(1-1)(1)]^{(1/2)} = p / (0*1)^{(1/2)} = p / 0 = \infty$$

The priority value of the fourth row, for example, will be determined as follows:

- 1)  $q = p / [(n-1)(n)]^{(1/2)}$
- 2)  $q = p / [(4-1)(4)]^{(1/2)} = (3*4)^{(1/2)} = 12^{(1/2)}$
- 3)  $q = p / 3.464101\dots$

One seat shall be granted to the college with the highest priority value, the next seat to the next highest priority value, and so on until each Senate seat is designated to a college.

- b) Each college and school shall be entitled, in the Eightieth and in each Senate thereafter until the taking effect of a reapportionment under this section or subsequent statute, to the number of Senators shown in the statement required by subsection (a) of this section, no college or school to receive less than one Senator. It shall be the duty of the Secretary of the Senate, within fifteen calendar days after the receipt of such statement, to send to the Center for Student Engagement Staff a certificate of the number of Senators to which such college or school is entitled under this section. In case of a vacancy in the office of Secretary, or the Secretary's absence or inability to discharge this duty, then such duty shall devolve on the Senior Secretary.
- c) The basis of apportionment figures shall be the enrollment headcount of undergraduate students in each college and school that is not an administrative unit of another college or school as of the University census date for the fall semester next preceding reapportionment. The headcount shall accurately reflect actual membership in the Association, in accordance with the Constitution.

## CHAPTER 102: TRANSITIONS OF SESSIONS

### **SECTION 01: ROLL OF SENATORS-ELECT**

Before the first meeting of each session of the Senate, the Secretary of the next preceding Senate shall make a roll of the Senators-elect, and place thereon the names of those persons, and of such persons only, whose credentials show that the Senators were regularly elected in accordance with the laws of the Associated Students. In case of a vacancy in the office of the Secretary of the Senate, or of the absence or inability of the Secretary to discharge the duties imposed on the Senators by law or custom relative to the preparation of the roll of Senators-elect or the organization of the Senate, those duties shall devolve on the Parliamentarian of the next preceding Senate, or the next ranking staff secretary of the Associated Students.

### **SECTION 02: DUTY OF THE SECRETARY OF THE SENATE**

At the commencement of each session of the Senate, the Secretary shall call the Senators to order and proceed to record their presence by Colleges or Schools in alphabetical order, by call of the roll. Pending the election of a Speaker, the Secretary shall preserve order and decorum and decide all questions of order, subject to appeal by a Senator.

### **SECTION 03: ANNOUNCEMENT OF VACANCIES**

The Secretary shall announce to the Senate the existence of any vacancies at the time of its assembly, due to resignation or otherwise.

### **SECTION 04: PREPARATION OF AGENDA**

- a) The Secretary shall prepare the agenda, which shall include the following general items in the order given below, and such additional language as is required to satisfy the requirements of the Nevada Open Meeting Law:
  - 1) Convening of the [SESSION NUMBER] Session of the Senate.
  - 2) Opening Ceremonies.
  - 3) Ascertainment of Quorum.
  - 4) Public Comment
  - 5) Election of Speaker.
  - 6) Administration of Oath to Speaker, Senators.
  - 7) Ceremonial Resolutions.
  - 8) Committee to Notify the President.
  - 9) Notifying the President of the Election of the Speaker and Secretary of the Senate.
  - 10) Election or Appointment of Senate Officers.
  - 11) Adoption of Rules of the Senate.
  - 12) Disposition of Vacant Seats.
  - 13) Appointment of Senators to Committees.
  - 14) Additional Business [as provided by subsection b].
  - 15) Receipt of Petitions and other Correspondence Addressed to the Senate.
  - 16) Comments and Announcements.
  - 17) Public Comment.
  - 18) Adjournment.
- b) Any two Senators-elect may petition the Secretary to include additional items of business on the Senate's agenda. Such petition shall be filed with the Secretary no later than seven working days prior to the assembly of a session of the Senate. Such business must qualify as a question of privilege under the parliamentary authority of the Senate in order to be eligible to be placed on the agenda under this subsection.

**SECTION 05: ELECTION OF SPEAKER**

- a) Immediately following the ascertainment of a quorum, the Senate shall proceed to the election of the Speaker. Only newly elected Senators are eligible to be nominated and elected to the position of Speaker of the Senate. No other business shall be in order except to recess or adjourn until a Speaker, or a Speaker Pro-Tempore, has been selected.
- b) When no further nominations have been received, the Secretary shall recognize each nominee to deliver a 10-minute presentation to the Senate.
- c) The Senate shall be able to question and debate the nominees. At no time during the election of the Speaker shall the Secretary recognize any person not entitled to the floor of the Senate unless the Senate orders otherwise.
- d) At the conclusion of debate, the Secretary shall put the question of the election of the Speaker by roll call vote. The Secretary shall call the roll and each Senator shall indicate by surname the nominee of the individual Senators choice. A majority is required for the election of the Speaker.
- e) In the event that a single candidate does not receive a majority of votes, the Secretary of the Senate shall call for rounds of voting, eliminating the candidate with the fewest votes, each round until a single candidate receives a majority of the votes. In the event two or more candidates are tied with the least amount of votes, a runoff vote will occur between those candidates to identify which candidate to remove from voting.
- f) After the election of the Speaker, the first runner-up from the college or school of which the newly elected Speaker were elected shall be appointed to the Senate at the meeting following the election of the Speaker.
  - 1) If there was no runner-up from the college of which the Speaker was elected, the Senate shall fill the vacancy as the Senate by law provides to fill any other vacancy of the Senate.

**SECTION 06: TRANSITION TRAINING**

- a) No later than one week before the beginning of each elected term there shall be a sequence of two group trainings and orientation sessions. One Training and Orientation session will be focused on the budget of the Associated Students of the University of Nevada. All current and newly elected officials shall be required to attend orientation unless the officers cannot make it due to extenuating circumstances.
- b) Training shall be divided amongst the branches of the ASUN government, in addition to training among branches, all ASUN officials will be trained for proper operating procedures, will attend a NSHA sexual harassment policy workshop, and participate in team building exercises.
- c) Each branch shall make certain its own training shall be pertinent and specific to its function with the Association.
- d) Senate training shall follow the guidelines presented in the senate rules.
- e) Executive training shall follow the guidelines set by the President.
- f) Judicial training shall follow the guidelines set by the Chief Justice.

## CHAPTER 103: LEGISLATIVE BILL PROCEDURE

### **SECTION 01: ENACTING CLAUSE**

- a) The first enacting clause of all acts of Senate shall be in the following form: “*Be it enacted by the Senate of the Associated Students;*”
- b) Any subsequent clause shall be in the following form: “*Be it further enacted;*”
- c) The last clause of any Act shall be an enacting clause.

### **SECTION 02: TITLE OF APPROPRIATION ACTS**

The style and title of all Acts making appropriations for the support of Government shall be substantially as follows: “An Act making appropriations (here insert the object) for the fiscal year (here insert the fiscal year).”

### **SECTION 03: ENROLLMENT OF BILLS**

When a bill has passed the Senate, the Secretary of the Senate shall carefully enroll the bill, taking care to ensure that the bill accurately and exactly reflects the action of the Senate. The Secretary shall affix to the back of the bill a certificate attesting to its proper enrollment, which shall be signed by the Secretary. The certificate shall be in the following form: “I certify that this Act originated in the Senate.”

### **SECTION 04: PRINTING OF BILLS**

Every bill in the Senate shall, when such a bill has passed the Senate, be printed, and such printed copy shall be called the enrolled bill and shall be signed by the presiding officer of the Senate and presented to the President of the Associated Students. The presiding officer of the Senate is mandated to sign all acts within five working days of the meeting of the Senate during which an act was passed. Only a single copy of an enrolled bill shall be prepared, but additional copies may be prepared so long as the bills are endorsed as copies on the first page and are not printed on the paper determined under Section 06 of this Chapter. During the last two weeks of a session such enrolling of bills may be done otherwise than as above prescribed, upon the order of the Senate by resolution.

### **SECTION 05: PAPER FOR PRINTING ENROLLED BILLS**

Enrolled bills shall be printed on paper of suitable quality as shall be determined by the Speaker of the Senate.

### **SECTION 06: PRESENTMENT OF ENROLLED BILLS TO PRESIDENT**

Each enrolled bill, subsequent to being signed by the presiding officer of the Senate within five working days of its passing, shall be presented to the President, or such other person in the Office of the President as the President may designate by written instrument, by the Secretary. Such presentment must be done in person. The Secretary shall note in a journal the date and time of presentment of enrolled bills and the official who received the enrolled bill. Such journal shall be competent evidence of the date of presentment.

### **SECTION 07: PROCEDURE FOLLOWING PRESENTMENT TO PRESIDENT OF ENROLLED BILLS**

- a) As soon as an enrolled bill is presented, any person duly authorized shall endorse by stamp, in the left-hand margin of the first page of the enrolled bill, the date (and if necessary the time) of receipt.
- b) Within the constitutional time limit, the bill must, if approved, be signed by the President below and to the left of the signature of the presiding officer of the Senate. The President shall also write or stamp in the word “Approved” and the date the bill was signed near the President’s signature, but in no case shall text appear at the same level as or above the signature of the presiding officer of the Senate.

**SECTION 08: RETURN OF BILL**

- a) If the President disapproves a bill, the President shall return it to the Secretary of the Senate within the constitutional time limit, making no mark or alteration to the bill, together with the President’s veto or line-item veto message, which shall be addressed and begin as follows:  
“To the Senate of the Associated Students:  
I am returning herewith without my approval S. B. [number] entitled ‘[official title or short title]’, Line(s) [number(s)].”
- b) The Secretary of the Senate, upon the return of the bill, shall note in a journal the date and time of the return of a bill. Such journal shall be competent evidence of the date of return.

**SECTION 09: PROMULGATION OF LAWS AND ASSIGNMENT OF A NUMBER**

- a) Whenever a bill, having been approved by the President, or not having been returned with the Presidents objections, becomes a law or takes effect, it shall forthwith be received by the Secretary of the Senate of the Associated Students from the President; and whenever a bill is returned by the President with his or her objections, and, on being reconsidered, is agreed to be passed, and is approved by two-thirds of the Senate, and thereby becomes a law or takes effect, it shall be received by the Legislative Clerk of the Associated Students from the Speaker of the Senate or the Secretary of the Senate and both the Speaker of the Senate and the Secretary of the Senate shall carefully preserve the originals. The Legislative Clerk, or any person duly authorized, shall also endorse by stamp the date the enrolled bill was received from the President or the Senate in the right-hand margin of the first page.
- b) The Legislative Clerk for the Associated Students, or any person duly authorized, shall assign to each bill a unique serial number (Senate session–serial number) in the order in which it was submitted to the Legislative Clerk for introduction. The Speaker and Senate Chairs are responsible for emailing any legislation originally introduced within their committees to the Legislative Clerk within 24 hours of posting their agendas. The Legislative Clerk shall keep a running document of the numbering of bills and resolutions for the Speaker and all Committee Chairs to see at any given time, and edit when adding legislation, so that the Legislative Clerks may assign any legislation originally submitted to a committee its own serial number. The Legislative Clerk shall validate this number, and, should it need to be changed, shall update the document and inform the Speaker and Chair of the alteration. Numbering of bills shall be in chronological order in which the bills were sent to the Legislative Clerk. Any binding resolutions originating on the Senate floor shall be numbered as if it were submitted on the night that it was passed on the Senate floor.
- c) Bills or resolutions previously submitted in the 82<sup>nd</sup> Session, whether enacted or not, shall be assigned a serial number within 10 business days of the enactment of this bill.

**SECTION 10: AMENDMENTS TO THE CONSTITUTION**

Whenever official notice is received at the appropriate office that any amendment proposed to the Constitution of the Associated Students has been adopted, according to the provisions of the Constitution, the Legislative Clerk of the Associated Students shall forthwith cause the amendment to be published, with the Legislative Clerk certificate, specifying the vote by which the same may have been adopted by both the students and the Board of Regents of the Nevada System of Higher Education, and that the same has become valid, to all intents and purposes, as a part of the Constitution of the Associated Students.

**SECTION 11: ASSOCIATED STUDENTS AT LARGE; ADMISSIBILITY IN EVIDENCE**

The Legislative Clerk of the Associated Students shall cause to be compiled, edited, indexed, and published, the Associated Students Statutes at Large, which shall contain all the laws and resolutions enacted during each regular session of the Senate; all proclamations by the President in the numbered series issued since the date of the adjournment of the regular session of the Senate next preceding; and also any amendments to the Constitution of the Associated Students proposed or ratified pursuant to Article V thereof since that date, together with the certificate of the Legislative Clerk of the Associated



Students issued in compliance with the provision contained in Section 12 of this Chapter. In the event of an extra session of the Senate, the Legislative Clerk of the Associated Students shall cause all the laws and resolutions enacted during said extra session to be consolidated with, and published as part of, the contents of the volume for the next regular session, unless such special session was held during a regular session or within one month of the regular session next preceding. The Associated Students Statutes at Large shall be legal evidence of the laws, resolutions, proclamations by the President, and proposed or ratified amendments to the Constitution of the Associated Students therein contained in all the courts of the Associated Students.

**SECTION 12: SLIP LAWS; ADMISSIBILITY IN EVIDENCE**

The publication in slip or pamphlet form of the laws of the Associated Students issued under the authority of the Legislative Clerk of the Associated Students shall be competent evidence of the Acts of the Senate therein contained in all the courts of the Associated Students without any further proof or authentication thereof.



## CHAPTER 104: CONSTITUTIONAL AMENDMENT PROCEDURE

### **SECTION 01: PROPOSAL OF A CONSTITUTIONAL AMENDMENT TO THE CONSTITUTION OF THE ASSOCIATED STUDENTS**

When the Senate has proposed an amendment to the Constitution of the Associated Students, pursuant to provisions of the Article V thereof, the Secretary of the committee shall certify to the President of the Associated Students the text of the amendment.

### **SECTION 02: PLACEMENT ON THE BALLOT**

Whensoever an amendment to the Constitution is received before March, the President of the Associated Students shall cause the amendment to appear on the ballot.

### **SECTION 03: CERTIFICATION TO THE PRESIDENT OF THE UNIVERSITY**

Whensoever an amendment to the Constitution has been ratified by the membership of the Association, pursuant to the provisions of Article V of the Constitution, the President of the Associated Students shall forthwith certify to the President of the University that the amendment was ratified pursuant to the provisions of the Constitution.

### **SECTION 04: DUPLICATE CERTIFICATES**

The President of the Associated Students shall cause to be filed with the Secretary of the Senate, the Legislative of the Associated Students, and the President a duplicate of the certificate.

### **SECTION 05: DECLARATION OF ASSOCIATION POLICY**

It is the policy of the Associated Students that the President of the University shall play no role in the consideration of an amendment to the Constitution of the Associated Students except insofar as may be required to ensure the expeditious consideration of the amendment by the Board of Regents of the Nevada System of Higher Education.

### **SECTION 06: AUTHORITY OF CHANGE**

- a) No person or entity, except the membership of the Association voting in an election held for the purpose of ratifying an amendment to the Constitution, retains the power and authority to make changes to the Constitution of the Associated Students once an amendment has been properly proposed pursuant to the provisions of Article V of the Constitution; and
- b) No person or entity retains the authority to make changes, alterations, or other adjustments to an amendment to the Constitution of the Associated Students subsequent to its proper proposal to the membership of the Association.

# TITLE II: THE EXECUTIVE BRANCH

## CHAPTER 201: OFFICE OF THE PRESIDENT

### SECTION 01: DUTIES OF THE PRESIDENT

The following shall be considered the duties of the President of the Associated Students:

- 1) To attend meetings of the Nevada System of Higher Education Board of Regents.
- 2) To make all appointments to University Committees.
- 3) To appoint and remove all inferior officers of the executive branch unless otherwise specified by law. Should a dire circumstance impede with the functions and operations of an executive department, the President may temporarily withhold appointment of executive officer(s) with a majority vote approval from the Senate of the Associated Students.
  - a. If an executive position is not hired in a two-week period, the Speaker of the Senate must place the question of appointment for the position on the agenda where the Speaker sees fit. The senators will vote whether the President can delay the hiring of an officer or must hire an officer in the coming two weeks. The President will be allowed a presentation, followed by discussion of the senators, then a vote.
- 4) To attend meetings of the Foundation Board of Trustees.
- 5) To attend meetings of the Alumni Association Council.
- 6) To communicate regularly with the President of the University and members of the University Administration.
- 7) To expend funds from the Capital Account and any existing ASUN accounts comprised of student fees, bookstore profits, grants, and revenues as allocated by the Senate.
- 8) Shall have the power to co-sponsor events through the Office of the President, subject to Senate funding.
- 9) To submit requests for positions necessary for the function of the Executive Branch at the time of presentation of the budget to the Senate for approval.
- 10) Shall have the power to issue proclamations, or opinions of the Office of the President.
- 11) To transmit to the Senate a statement showing the whole number of persons in each college and school, and the number of Representatives to which each college and school, and the number of the then existing number of Senators.
- 12) To set the guidelines for the executive training according to Title I.102.6.
- 13) To submit nominations to the Senate within two weeks of the President taking office for the following officers: Director of Executive Affairs, Director of Programming, Director of Clubs and Organizations, Director of Government Affairs, Director of Campus and Public Relations, Director of Sustainability, Director of Campus Wellness, Attorney General, and Chief Justice.
- 14) To present a new appointment to the Senate within the following two weeks of said committee or Senate meeting if an executive appointment is reported unfavorably by the Senate committee on Oversight or if an appointee is not passed by the Senate, or in the event that the President is unable to find a qualified candidate within those two weeks, the President must present to the Committee on Oversight and explain the circumstances.
- 15) To report changes of signature authority at the Senate meeting immediately following.
- 16) To report to the Senate Committee on Budget and Finance when a temporary transfer from the Capital Fund is to be made, its purpose, and its expected duration before reversion with guidance from the Director of the Associated Students.
- 17) To prepare the budget according to Title VI.605.5.
- 18) To develop programs to improve the compilation, analysis, publication, and dissemination of statistical information by agencies in order to enhance fiscal efficiency.
- 19) To make a study of each agency to decide, and may send the Senate recommendations, on

changes that should be made in:

- a. The organization, activities, and business methods of agencies;
  - b. Agency appropriations;
  - c. The assignment of particular activities to particular services; and
  - d. Regrouping of services.
- 20) To evaluate and develop improved plans for the organization, coordination, and management of the executive branch of the Government.
  - 21) To determine the design for the seal of the President.
  - 22) To notify the Senate Committee on Academics and Student Affairs if the President formulates and publishes additional regulations as may be necessary to administer the scholarships funded by the Associated Students.
  - 23) To establish a selection committee or delegate the administration to the Office of Financial Aid for the purpose of awarding the scholarship, in accordance with the terms of the scholarship when a scholarship is awarded by the Associated Students but has not been provided for in statute.
  - 24) To ensure that the Office of Financial Aid promotes ASUN funded scholarships.
  - 25) To publish the names of the recipients of each scholarship awarded by the Associated Students in a medium that is suitable for the purpose of recognizing the recipients.
  - 26) To review the ASUN Food Pantry Program prior to the approval of the budget for each fiscal year.
  - 27) To have a report read or spoken into record at minimum every other Senate meeting.
  - 28) To serve as a member of the University Leadership Alliance.
  - 29) Responsible to attend all ASUN retreats, and trainings as decided by the Director of Executive Outreach.
  - 30) To chair and oversee all meetings of the President's Cabinet, which must occur at least once per month, with an agenda posted in accordance with Nevada Open Meeting Law.

## **SECTION 02: DUTIES OF THE VICE PRESIDENT**

The following shall be considered the duties of the Vice-President of the Association:

- 1) To assist, the president, in preparing and maintaining an operating budget for ASUN.
- 2) To act as a liaison between the Senate and the Executive Branch.
- 3) To act as a liaison between the Senate and the ASUN funded student publications.
- 4) To develop and coordinate volunteers for the ASUN Orientation presentation.
- 5) To work with the Career Studio to run the Pack Internship Grant Program or designate someone to do so.
- 6) To act as liaison between the government of ASUN and the services of ASUN.
- 7) To act a liaison between Athletics and ASUN
- 8) To have a report read or spoken into record at minimum every other Senate meeting.
- 9) To be responsible for all operations of the Pack Friendly Business Campaign including, but not limited to, outreaching to potential partners, communicating with affiliated partners, and managing discount renewals on an annual basis.
- 10) To serve as a member of the University Leadership Alliance.
- 11) Responsible to attend all ASUN retreats, and trainings as decided by the President and the Director of Executive Outreach.

## **SECTION 03: DIRECTOR OF EXECUTIVE AFFAIRS**

### **a) ESTABLISHMENT:**

There is hereby established an office of Director of Executive Affairs who shall be appointed by the President with the consent of the Senate.

### **b) DUTIES:**

- 1) To assist the President at their discretion.
- 2) To serve as an advisor to the ASUN President regarding all executive matters.

- 3) Act as a representative of the President and when necessary.
- 4) Alongside the Director of Executive Affairs, organize and execute introductory meetings with officers and departments as well as exit interviews to ensure the goals of the Association are met.
- 5) Oversee the logistics of ASUN internship process to coordinate marketing to the student body. The Director of Executive Affairs shall review internship candidates for eligibility with the assistants of the Administrative Faculty of the Center for Student Engagement and distribute among departments for further review.
- 6) Plan, organize, and execute the curriculum of the Executive Internship Program at their discretion.
- 7) To have a report read or spoken into the record at minimum every other Senate meeting.

#### **SECTION 04: DIRECTOR OF EXECUTIVE OUTREACH**

a) ESTABLISHMENT:

There is hereby established an office of Director of Executive Outreach who shall be appointed by the President with the consent of the Senate.

b) DUTIES:

- 1) To assist the Vice President at their discretion.
- 2) To engage and conduct all outreach to the Student body and within the Association that is pertinent to the limitations and duties of the Executive Branch. This shall not replace nor supersede any other outreach done in any other part of the Association.
- 3) To serve as an advisor to the ASUN President and President's Cabinet regarding all executive event planning.
- 4) Act as a representative of the Vice President when necessary
- 5) Oversee and plan internal operations of the Executive Branch at the request of the President including but not limited to: ASUN Retreat, trainings, and the annual ASUN Banquet.
  - a. Ensure that all positions that require ASUN retreats, and trainings are in attendance and/or excused.
  - b. Excuse absences include all University recognized attendance exemptions, as well as special circumstances under the jurisdiction of the Director of Executive Affairs.
- 6) Alongside the Director of Executive Affairs, organize and execute introductory meetings with officers and departments as well as exit interviews to ensure the goals of the Association are met.
- 7) Responsible to evaluate the efficacy and utility, through documented assessments, of the events thrown with funds from the executive account.
- 8) To have a report read or spoken into the record at minimum every other Senate Meeting.

## CHAPTER 202: DEPARTMENT OF CLUBS AND ORGANIZATIONS

### SECTION 01: ESTABLISHMENT

- a) There is hereby established a Department of Clubs and Organizations as an ASUN executive department.
- b) There is hereby established a Club Commission in the Department of Clubs and Organizations.

### SECTION 02: MISSION

The primary mission of the Department is to:

- a) Execute the policies and functions related to the affairs of ASUN recognized clubs and organizations and those of this Department.
- b) Manage the affairs of ASUN recognized clubs and organizations.
- c) Serve as a resource for ASUN recognized clubs and organizations and as a clearinghouse for information.
- d) Other matters properly relating thereto.

### SECTION 03: DIRECTOR

- a) IN GENERAL:  
There is a Director of Clubs and Organizations, appointed by the President, with the consent of the Senate.
- b) HEAD OF DEPARTMENT:  
The Director is the head of Department and shall have the direction, authority, and control over it.
- c) FUNCTIONS:
  - 1) To present a new appointment to the Senate of the Associated Students within the following two weeks of said committee or Senate meeting if an executive appointment is reported unfavorably by the Senate Committee on Oversight or if an appointee is not passed by the Senate, or in the event that the President is unable to find a qualified candidate within those two weeks, the President must present to the Committee on Oversight and explain the circumstances.
  - 2) To act as President if, by reason of death, resignation, removal from office, inability, or failure to qualify, there is no President, Vice President, or Speaker of the Senate to act as President.
  - 3) To chair and oversee all meetings of the Department of Clubs and Organizations, which must occur at least once per month, with an agenda posted in accordance with Nevada Open Meeting Law.
  - 4) To ensure consistent progress and request weekly updates for all Department projects and initiatives in the Department of Clubs and Organizations.
  - 5) To manage the budget and account of the Department of Clubs and Organizations.
  - 6) To act as a liaison between the Department and the Senate of the Associated Students for changes to governing documents and Department projects and initiatives requiring legislation.
  - 7) To have a report read or spoken into record at minimum every other Senate meeting.
  - 8) To mentor and educate the Department of Clubs and Organizations Intern(s) that may be assigned to the officers in the Department of Clubs and Organizations.
  - 9) Responsible to attend all ASUN retreats, and trainings as decided by the Director of Executive Outreach.

### SECTION 04: ASSISTANT DIRECTOR OF BUDGET AND SEAB

There is an Assistant Director of Clubs and Organizations of Budget and SEAB to be nominated by the Director, with the consent of the Senate.

a) IN GENERAL:

1) There is an Assistant Director to be appointed by the Director, with consent of the Senate.

b) DUTIES:

1) The duties of the Assistant Director shall include but are not limited to the following:

- i) To manage operations of ASUN Club Support Funding.
- ii) To manage the budget of ASUN Club Support Funding.
- iii) To track information and data related to the requesting, allocation, spending, remittance, and status of ASUN Club Support Funding by individual clubs and club coalitions.
- iv) To assist the Director of Clubs and Organizations in account management and financial advisement of ASUN recognized clubs and organizations.
- v) To act as a liaison between the Department, clubs, and SEAB.
- vi) To assume the duties and responsibilities of the Director in the Director's absence.
- vii) To act as a liaison between the Department and Central Station.
- viii) Any other duties as assigned by the Director.
- ix) Responsible to attend all ASUN retreats, and trainings as decided by the Director of Clubs and Organizations and the Director of Executive Outreach.
- x) The Assistant Director shall be required to attend scheduled Department of Clubs and Organizations meetings, unless the presiding officer grants an excused absence prior to the meeting convening.

c) STUDENT EVENTS AND ADVISORY BOARD (SEAB)

The Assistant Director shall serve as a liaison with the Student Events Advisory Board including attending SEAB meetings, managing the club event schedule, and assisting clubs with event process/logistics.

- 1) To attend Student Events Advisory Board meetings for the purpose of funding proposals and club advisement.
  - i. Supporting clubs with funding questions, SEAB questions, and event assistance necessary for the success of the clubs.
  - ii. Report to the commission prior to funding hearings with club SEAB information to allow commissioners to proactively reach out to clubs.
- 2) To be present at funding hearings for ensuring clubs have applied and attended SEAB.
- 3) To track club events schedule in order to ensure clubs are following correct processes and ensuring success.

**SECTION 05: ASSISTANT DIRECTOR OF CLUB RENEWAL AND INTERNS**

There is an Assistant Director of Clubs and Organizations of Club Renewal and Interns to be nominated by the Director, with the consent of the Senate.

a) IN GENERAL:

1) There is an Assistant Director to be appointed by the Director, with consent of the Senate.

b) DUTIES:

1) The duties of the Assistant Director shall include but are not limited to the following:

- i. To oversee the club renewal process and delegate tasks to the commission.
- ii. Work with the CSE Assistant Director of Clubs and Organizations as well as the Club Engagement Assistant in the club renewal process.
- iii. Oversee the Department of Clubs and Organizations Internship

Program.

- iv. Any other duties assigned by the Director.
- v. Responsible to attend all ASUN retreats, and trainings as decided by the Director of Clubs and Organizations and the Director of Executive Outreach.
- vi. The Assistant Director shall be required to attend scheduled Department of Clubs and Organizations meetings, unless the presiding officer grants an excused absence prior to the meeting convening.

c) **INTERNSHIP PROGRAM:**

The Assistant Director of Club Renewal and Interns shall oversee the Department of Clubs and Organizations Internship Program responsibilities including hiring interns, managing interns, and creating/executing the curriculum for Department interns.

- 1) To review Clubs and Organizations Internship candidates for eligibility with the assistance of the Director and the administrative faculty of the Center for Student Engagement.
- 2) To plan, organize, and execute the curriculum of the Department of Clubs and Organizations Internship Program to include:
  - i. Producing the education components throughout the program to include sentiments such as: starting a club, club renewal, club resources and resource requests, club support funding applications and hearings, club funding, SEAB, club travel claims, etc.
  - ii. Presentations or guest speakers that increase the learning mission of the programs.
  - iii. Coordinating a “mentor system” where the Director, Club Commissioners, and Assistant Directors, are matched to mentor and educate the Department Clubs and Organizations Intern(s).

d) **CLUB RENEWAL:**

The Assistant Director of Club Renewal and Interns shall oversee the Department of Clubs and Organizations Club Renewal processes including upholding communication and maintaining structure with the Department, clubs, and Center for Student Engagement.

- 1) Delegating club renewal tasks to commissioners for completion and assigning deadlines for clubs to have a timely renewal period.
- 2) Responsible for holding clubs accountable for completing renewal tasks and following up with clubs for missing items or indication of completion.
- 3) Assist with all processes regarding registrations and renewal preparation when necessary.
- 4) Communicating with clubs and the Department of renewal processes including:
  - i. Sending email checklists with necessary tasks needed for completion by delegating email checks to commissioners.
  - ii. Communication with the commission to ensure constituents are being reviewed, as well as all other renewal tasks.
  - iii. Ensuring clubs have completed tasks with all required information and scores by delegating task checks to commissioners.

**SECTION 06: CLUB COMMISSION COMPOSITION**

- a) The Club Commission shall consist of a Director, an Assistant Director, and at least 5 but no more than 8 Club Commissioners.
- b) The Director of Clubs and Organizations will nominate the Commissioners, with the consent of the Senate:



- 1) The Director will establish a clear and transparent application process for the purpose of soliciting applications, interviewing, and selecting Commissioners.
  - i) The Director will produce any and all documentation relating to this appointment process to the Senate upon request for confirmation.
- c) Responsible to attend all ASUN retreats, and trainings as decided by the Director of Clubs and Organizations and the Director of Executive Outreach.
- d) Each commissioner may be delegated any of the following areas of emphasis at the discretion of the Director:
  - 1) Pre-Professional
  - 2) Science and Engineering
  - 3) Multicultural & Diversity
  - 4) Campus Life
  - 5) Fraternity and Sorority Life
  - 6) Sports & Recreation
  - 7) Social/Political Involvement
  - 8) Faith Based
  - 9) Service & Community

### **SECTION 07: APPOINTMENT OF COMMISSIONERS**

The Director of Clubs and Organizations will nominate and recommend to the President appointments to any vacancies on the Commission. The Senate will confirm the President's appointments.

### **SECTION 08: COMMISSIONERS**

- a) **IN GENERAL:**

There shall be at least 5 but no more than 8 Club Commissioners, nominated by the Director, with the consent of the Senate.
- b) **GENERAL DUTIES:**
  - 1) Commissioners shall act as liaisons for the clubs and organizations in their coalition(s) appointed by the Director and the Department.
  - 2) Commissioners shall review funding applications that have been submitted by clubs and organizations for Funding Hearings.
  - 3) Commissioners shall attend weekly Department meetings to give a report on projects, initiatives, and general updates on their coalition(s).
  - 4) Commissioners shall serve as a resource to club leaders in their coalition(s) for assistance with club recognition, club renewal, and funding.
  - 5) Commissioners shall reach out to each club in their coalition in an attempt to attend meeting or activity per year at the discretion of the director of the Clubs and Organizations department.
  - 6) Commissioners shall mentor and educate Department of Clubs and Organizations Intern(s) that the Interns are assigned to.
  - 7) Commissioners are required to plan one (1) club event or fair for clubs and organizations within the officers assigned coalition at least once during the officer's term.
    - i. Example: The Commissioner in charge of Campus Life can plan a club fair for the art and music clubs and organizations within the coalition.
  - 8) Commissioners shall be required to attend scheduled Department of Clubs and Organizations meetings, unless the presiding officer grants an excused absence prior to the meeting convening.
- c) **SERVICE & COMMUNITY OUTREACH COMMISSIONER DUTIES**
  - 1) The Commissioner for the Service & Community Outreach coalition shall work to connect clubs and organizations in their coalition to Reno-Tahoe non-profit organizations through methods including but not limited to meetings, programming, and outreach.



d) **SPORTS & RECREATION COMMISSIONER DUTIES**

- 1) The Commissioner for the Sports & Recreation Coalition shall host Sports Council Meetings regularly during the academic year and as needed during the summer.
- 2) The Commissioner for the Sports & Recreation Coalition shall assist clubs and organizations in their coalition through the Club Sports Renewal Process.

**SECTION 09: RECOGNITION OF CLUBS AND ORGANIZATIONS**

- a) Any group of at least four (4) undergraduate students enrolled in a total of at least four (4) credits may petition for the recognition by ASUN. Recognition shall be granted based on the club or organization's compliance with the following terms and conditions:
  - 1) The constitution of the club or organization shall be submitted, and the content thereof must be in compliance with such reasonable rules and regulations that the professional staff may establish.
  - 2) The club or organization must have an advisor who is a full-time employee of the University as an administrative faculty, academic faculty, or classified staff. Exemptions based on expertise may be considered by the Assistant Director of the Center for Student Engagement and the Director of Clubs and Organizations."
  - 3) The club or organization must agree to a statement of non-discrimination, as follows: "[Organization] does not discriminate with respect to membership on the basis of race, color, creed, religion, national origin, age, sex, gender identity, socio-economic status, physical or mental impairment, or sexual orientation." ASUN does recognize exemption from this policy based on Title IX, departmental and national status.
  - 4) The club or organization must appoint a President, Vice President, and Treasurer.
  - 5) The club or organization must abide by all ASUN or University policies governing clubs and organizations.
  - 6) The club or organization must have at least four (4) undergraduate students enrolled in at least one (1) credit each to become members on the club or organization's GivePulse page.
  - 7) The President and Treasurer of the club or organization must annually complete the Club Recognition Course, which includes Central Station, FERPA, and food training.
  - 8) The club or organization must submit a thorough and complete record of all members of their club compliant with the methods and regulations provided in the Club Funding Manual.
  - 9) By applying for club recognition, the club or organization recognizes that they are affirming that all current or future members of the club are enrolled and will be enrolled in at least one (1) credit at the University of Nevada, Reno either in a graduate or undergraduate course.
  - 10) The club recognizes that permitting a non-University student to be a member of the club will result in termination of club recognition standing effective immediately and a probational period may be determined by the Director of Clubs and Organizations.
- b) The Club Commission reserves the right to make final decisions regarding club recognition status for all clubs and organizations under their purview.

**SECTION 10: USE OF CERTAIN NAMES, SYMBOLS, CHARTERS PROHIBITED**

No club or organization may use the name, symbol, charter of a national club or organization unless recognized by the national club or organization and by ASUN.

**SECTION 11: CERTIFICATION OF OFFICERS, RULES, OR REGULATIONS**

The Director is authorized to establish such reasonable rules or regulations regarding the certification of the officers of a club or organization.

**SECTION 12: AUTHORIZATIONS OF APPROPRIATIONS**

There is hereby authorized to be appropriated such sums as may be necessary for the support of the Department, and of clubs and organizations.

**SECTION 13: PROCEDURES MANUAL**

The Department of Clubs and Organizations shall set rules pertaining to the functions relating to the mission of the Department in the form of a policy and procedures manual. The Department will present to the Senate of the Associated Students any changes to the manual.

## CHAPTER 203: DEPARTMENT OF EVENT PROGRAMMING

### SECTION 01: ESTABLISHMENT

There is hereby established a Department of Event Programming, to be commonly known as ASUN Event Programming, as an executive department of the Association.

### SECTION 02: MISSION

The primary mission of the Department is to:

- a) Inspire, unite, and provide educational opportunities to the University of Nevada students through Event Programming derived from Nevada Traditions, cultural diversity, large-scale entertainment, and athletics. The board will execute the laws, planning and management of all official department events of the Associated Students of the University of Nevada.

### SECTION 03: STRUCTURE

The Department of ASUN Programming shall consist of a Director, 2 Assistant Directors, and up to 8 programmers.

#### e) DIRECTOR:

- 1) The Director shall be appointed by the President, with the consent of the Senate.
- 2) The Director, as the head of Department and shall have the direction, authority, and control over it.
- 3) The Director may delegate any of the Director's functions or duties to any other officer, of the Department.
- 4) The Director shall prepare a budget break-down for the Department for the anticipated major events of the year to be presented to the President.
- 5) The Director shall recommend to the President of the Association appointments of students to the Department.
- 6) The Director shall chair all meetings of the Department, which must occur at least once per month, with an agenda posted in accordance with Nevada Open Meeting Law.
- 7) The Director shall be responsible to serve as or assign liaisons to university entities that pertain or may serve as stakeholders for ASUN Programming; including, but not limited to the Alumni Association, Nevada Athletics, Center for Cultural Diversity, New Student Initiatives, The Wolfpack Welcome Committee, and the Dean of Students.
- 8) The Director shall research various items including national trends, diversity initiatives, and tradition building to guide the board's efforts to create all-inclusive programs.
- 9) If an executive appointment is reported unfavorably by the Senate Committee on Oversight or if an appointee is not passed by the Senate, the Director shall present a new appointment to the Senate within the following two weeks of said committee or Senate meeting.
- 10) The Director shall act as President if, by reason of death, resignation, removal from office, inability, or failure to qualify, there is no President, Vice President, Speaker of the Senate, or Director of Clubs and Organizations to act as President.
- 11) The Director is responsible for producing a non-binding organizational calendar of the semester which includes all programming events planned for that semester at the first meeting of the corresponding semester.
- 12) The Director is to have a report read or spoken into record at minimum every other Senate meeting.
- 13) Responsible to attend all ASUN retreats, and trainings as decided by the Director of Executive Outreach.

#### b) ASSISTANT DIRECTOR:

- 1) There shall be two Assistant Directors, which will be nominated by the Director with the

consent of the Senate.

- 2) The Assistant Directors will act as co-director proxies when the Director is absent.
    - i) The Assistant Director will be responsible for all administrative duties, including filling out proper paperwork, overseeing programming meetings, and providing direction for programmers.
  - 3) There will be an Assistant Director of Budget and Assessment.
    - i) The Assistant Director will be responsible for all administrative duties pertaining to the budget, including accounting matters and paperwork that pertains to the ASUN Event Programming Budget.
    - ii) The Assistant Director will serve as the representative from the Department at all Budget and Finance Meetings which pertain to the Department.
    - iii) The Assistant Director will perform assessments and collect data from implemented events at least four times during each session. The Assistant Director will present new data to the Board.
    - iv) The Assistant Director will work with the Vice President to serve as a liaison between ASUN and Athletics.
  - 4) There will be an Assistant Director for Marketing and Interns.
    - i) The Assistant Director shall plan, organize, and execute the curriculum of the Event Programming Internship Program. These responsibilities include, but are not limited to:
      1. Reviewing applications, conducting interviews, and selecting candidates for the Event Programming Internship Program.
      2. Produce the education components twice a month to include, but not be limited to: ASUN and university event programming policies, the duties, and abilities of Central Station, ASUN departments and positions, event resources on our campus, the services provided by the Center for Student Engagement, and the steps to plan and execute a programming event.
      3. Scheduling presentations or guest speakers the increase the learning mission of the program.
      4. Coordinating a “buddy system” where programmers are matched to mentor and educate Event Programming Intern(s).
    - ii) The Assistant Director shall act as a liaison between the Department of Programming and Inkblot Promotions by:
      1. Collecting event information from the Programming Board and submitting them to the inkblot account coordinator with accompanying design ideas.
      2. Meeting regularly with the inkblot account coordinator to coordinate marketing for all events.
      3. Giving input and updates to the designer throughout the entire design process.
      4. Approving designs for print and distributing marketing materials accordingly.
      5. Brainstorming and implementing new marketing tactics and ways to better inform the students about ASUN Programming events.
  - 5) Responsible to attend all ASUN retreats, and trainings as decided by the Director of Programming and the Director of Executive Outreach.
  - 6) The Assistant Directors shall be required to attend scheduled Department of Programming meetings, unless the presiding officer grants an excused absence prior to the meeting convening.
- c) PROGRAMMERS:
- 1) There will be a maximum of eight programmers, which will be nominated by the Director

- with consent from the Senate.
- 2) Programmers shall plan all Department events and initiatives.
  - 3) Programmers shall be required to attend scheduled Department of Event Programming meetings unless the presiding officer grants an excused absence prior to the meeting convening.
  - 4) Programmers shall mentor and educate Event Programming Intern(s) that the Programmers may be assigned to.
  - 5) Programmers shall serve as liaisons to other ASUN departments and assist them with any Event Program inquiries.
  - 6) Programmers will use the data provided by the Assistant Director to guide their planning of future programs.
  - 7) Responsible to attend all ASUN retreats, and trainings as decided by the Director of Programming and the Director of Executive Outreach.
  - 8) Uploading all relevant documents to the NevadaBox within two weeks of the event.

#### **SECTION 04: PROCEDURES**

##### a) EVENT PROPOSAL FORM:

- 1) The event proposal shall include at the minimum the following information. Additional items may be added at the discretion of the Director of Programming and Assistant Director of Budget and Assessment:
  - i) Contact Information
    1. Organizers
    2. E-Mail
  - ii) Event Information
    1. Event Name
    2. Event Location
    3. Expected Attendance
    4. Event Date
    5. Hours of Event
  - iii) Budget Description
    1. This section shall be an itemized event budget including: item description, cost, and vendor.
    2. Miscellaneous (10% cushion of final event cost)
    3. Total event cost
    4. Total ASUN cost

There shall be a minimum of three points of discussion at a publically agendized Programming Board meeting before a budget shall be passed or denied.

#### **SECTION 05: EVENT PROGRAMMING**

The mission of the Department of Event Programming is to inspire, unite and provide educational opportunities to the undergraduate students at the University of Nevada. To ensure this is completed, the Department of Event Programming will be expected to plan and execute various traditional events including but not limited to the following: Homecoming events, celebration of Mackay, Welcome Week, Welcome Back Week, Unity Week, Beat UNLV Event(s), and Family Weekend. All events should be strategically planned to include diverse groups of students. In addition to these large-scale events, the board will be responsible for creating and executing events varying in topic and scale, but all should be designed around the mission and vision of the Department of Event Programming. These events should be all inclusive and strategically planned throughout the year to ensure campus wide success and student participation. Such events should include but are not limited, speakers and concerts, and events which promote campus unity and educational opportunities.

## CHAPTER 204: THE DIRECTOR OF PUBLIC AND CAMPUS RELATIONS

### SECTION 01: ESTABLISHMENT

There is hereby established a Director of Public and Campus Relations, appointed by the President, with the consent of the Senate.

### SECTION 02: MISSION

The mission of the Director of Public and Campus Relations is to advance the Association's institutional reputation by creating smart and effective marketing and communications solutions that showcase the University as a dynamic Tier I institution and increase awareness of ASUN activities.

### SECTION 03: DUTIES

The duties of the Director of Public and Campus Relations are as follows:

- 1) To form focus groups and committees at the President's request to collect student concern on local, national, and campus issues. The committee shall be composed of, but not limited to, students, faculty, and community leaders.
- 2) To focus on increasing the visibility of the Association in the greater campus, local, state, and national communities.
- 3) To draft media releases for the Association with approval from the President.
- 4) Produce multimedia-content to release weekly updates to the students about ASUN including but not limited to new initiatives, allocations of funds, passed legislation, and upcoming events.
- 5) To provide a vision statement and blueprint for Inkblot to provide for consistency in branding, messaging, and design of ASUN by meeting weekly with the Creative Director of Inkblot to assess the progress of brand management and ensure the brand and its message is relevant.
- 6) To act as President if, by reason of death, resignation, removal from office, inability, or failure to qualify, there is no President, Vice President, Speaker of the Senate, Director of Clubs and Organizations, Director of Programming, or Attorney General to act as President.
- 7) To advise the Senate regarding the efficacy of its outreach efforts.
- 8) To have a report read or spoken into record at minimum every other Senate meeting.
- 9) To be responsible for all operations of the Reno's Best Campaign including, but not limited to, corresponding with affiliated partners, surveying students, and distributing awards to the selected businesses.
- 10) To cross-promote relevant content between the Association's digital media platforms including but not limited to newsletters, blog posts, and social media.
- 11) Responsible to attend all ASUN retreats, and trainings as decided by the President and the Director of Executive Outreach.

### SECTION 04: AUTHORIZATION OF APPROPRIATIONS

There is hereby authorized to be appropriated such sums as may be necessary for the support of the Department.

## CHAPTER 205: ATTORNEY GENERAL

### SECTION 01: ESTABLISHMENT

There is hereby an Attorney General, appointed by the President, with the consent of the Senate.

### SECTION 02: DUTIES

The duties of the Attorney General are:

- 1) The Attorney General shall issue advisory opinions concerning the law, legislation, or any other act of the Association.
- 2) Copies of the Attorney General's opinions will be distributed to the President, Vice President, and all Senators. The opinions are to also be made available to anyone upon request.
- 3) All requests for the Attorney General to issue advisory opinions must be made in writing except those made on the Senate floor.
- 4) To update and distribute the Constitution for the purpose of engrossing any Constitutional Amendments as passed by the Association and approved by the Board of Regents. The Attorney General is designated the responsibility to publish current editions of the Associated Student's Constitution.
- 5) The Attorney General shall act as President if, by reason of death, resignation, removal from office, inability, or failure to qualify, there is no President, Vice President, Speaker of the Senate, Director of Clubs and Organizations, or Director of Programming to act as President.
- 6) The Attorney General shall investigate alleged violations of the Election Code and prosecute offenders before the Judicial Council.
- 7) The Attorney General shall prosecute any case, at the Attorney General's or Judicial Council's discretion, filed by a third party, even in cases where the plaintiff seeks to dismiss the charge.
- 8) The Attorney General shall act as the representative of the Director of Elections and Democratic Education before the ASUN Judicial Council.
- 9) The Attorney General shall ensure that all regulations concerning petitions are followed fully.
- 10) The Attorney General shall deliver and provide for all petitions (for each election) or for initiative and referendums to the President of the Associated Students and the Director of Elections and Democratic before the Candidates' Meeting.
- 11) The Attorney General shall assist any student interested in writing a petition for initiative and referendum.
- 12) The Attorney General shall certify that a petition question is an impartial and accurate description of the proposal and shall assign the petition an Official Name and Number, if the petition creates a law, prepare an Official Summary of the petition, to confer with the office of Legal Counsel or designee for approval of language on questions of student fees, and to create the petition and return to the Primary Proponent three (3) copies of the petition.
- 13) The Attorney General shall verify that there are a sufficient number of valid signatures on each petition, by checking the student status of each person who signed the petition, to immediately notify the Primary Proponent(s) if the verifying official discovers that the petition submitted lacks sufficient valid signatures, and to preserve the petition for the same time period as the Director of Elections and Democratic Education preserves the ballots for the election for which the petition qualified or attempted to qualify for placement on the ballot.
- 14) The Attorney General shall notify Candidates and all others cited of charges during elections.
- 15) The Attorney General shall supervise ballot tabulation.
- 16) The Attorney General shall release the election results as soon as possible.
- 17) The Attorney General shall attend or send a representative to all physical polling locations and places where ballots are kept and tabulated, provided such representative is not a candidate or agent in the election.
- 18) To carry out such other functions and duties as required under the constitution and laws.



- 19) The Attorney General shall not prosecute any case to which the Attorney General is a party or in which the Attorney General has an interest in the outcome as described in subsection 3, Title III, Chapter 302, Rule 3a. When such a conflict occurs, the Chair of Government Operations shall act as a special prosecutor to act as and perform the elections duties of the Attorney General insofar as the Attorney General's conflict is concerned.
- 20) To have a report read or spoken into record at minimum every other Senate meeting.
- 21) Responsible to attend all ASUN retreats, and trainings as decided by the President and the Director of Executive Outreach.
- 22) The Attorney General shall serve as ex-officio member on the Senate Committee on Government Operations.
- 23) Organize trainings and continue to provide education on Nevada Open Meeting Law for the Association.
- 24) Ensure Nevada Open Meeting Law is followed and work with Officers to correct any violations.
  - a) To cancel meetings that have violated Nevada Open Meeting Law.
  - b) In the cancellation notice, the Attorney General must list what violation(s) occurred.
  - c) The Attorney General must send a meeting cancellation notice no later than twenty-four hours before the meeting is to take place.
- 25) The cancellation notice must be sent to the presiding officer and Secretary of the Senate.
- 26) To invalidate meetings that have been conducted and violated Nevada Open Meeting Law.
  - a) In the invalidation notice, the Attorney General must list the violation(s) that occurred.
  - b) The invalidation notice must be sent to the presiding officer and the Secretary of the Senate.
- c) Ensure that Executive Department Heads are hosting regular meetings in accordance with Nevada Open Meeting Law at least once per month.



## CHAPTER 206: DEPARTMENT OF IDEA

### SECTION 01: ESTABLISHMENT

There is hereby established a Department of (IDEA), to be commonly known as ASUN IDEA, as an executive department of the Association. The acronym IDEA includes but is not limited to Identity, Inclusion, Intersectionality, Diversity, Decolonization, Equity, Empathy, Ethnicity, Accessibility, Advocacy, Allyship, etc.

### SECTION 02: MISSION

The primary mission of the Department is to:

- a) Create and maintain spaces for students, faculty, administration, and staff members to safely discuss and learn about diverse and under-represented populations
- b) Plan and program various events, initiatives and activities both on and off campus that divulge student learning on unique, diverse topics ranging from, but not limited to: race, culture, LGBTQIA+, internationalism, socioeconomic status, disabilities, and religion.
- c) To track University, local, state, and federal policy to ensure that under-represented students are represented fairly.
- d) Encourage activism of under-represented groups on campus to create a more accepting and positive campus culture for people of all backgrounds.
- e) Other matters properly relating thereto

### SECTION 03: STRUCTURE

The Department of ASUN IDEA shall consist of a Director, one Assistant Director, and two (2) IDEA Commissioners.

### SECTION 04: DIRECTOR

- a) IN GENERAL:  
There shall be a Director of IDEA, appointed by the president, with consent of the senate.
- b) HEAD OF DEPARTMENT:  
The Director is the head of the department and shall have direction and authority over it.
- c) DUTIES:
  - 1) The Director shall chair and oversee the Department of IDEA.
  - 2) The Director shall chair and oversee the Diversity Advisory Board, composed of representatives both on and on campus that represent diverse segments of the community.
  - 3) The Director shall develop relationships with and meet regularly with leaders ranging from, but not limited to multicultural, religious, and social justice related student organizations.
  - 4) The Director shall provide advice and recommendations to ASUN officers to create a more inclusive environment within the Association.
  - 5) The Director may delegate any of the Director's functions to any other officer, employee, or organizational unit of the Department.
  - 6) The Director shall serve as an ex-officio, non-voting member of the Senate Committee on IDEA, and may designate a different officer of the department to attend and serve in that capacity in their absence.
  - 7) The Director shall present a new appointment to the Senate within the following two weeks of said committee or Senate meeting. If an executive appointment is reported unfavorably by the Senate committee on Oversight, if an appointee is not passed by the Senate, or if Director is unable to find a qualified candidate within two weeks, the Director must present to the Committee on Oversight and explain the circumstances.
  - 8) The Director shall meet at least once per semester with the University's Chief Diversity

Officer.

- 9) The Director shall appoint members of the Department to serve as liaison to the Center for Cultural Diversity, Disability Resource Center, Veterans Services, Office of International Students and Scholars, USAC, McNair Scholars, Dean's Future Scholars, Gear Up, and TRiO Scholars, and First in the Pack.
- 10) Oversee the planning and coordination of said events.
- 11) Serve on university committees relating to campus diversity and inclusion.
- 12) Convey to the Senate of the Associated Students information and data related to the status of minority student enrollment and participation in campus activities.
- 13) To have a report read or spoken into record at minimum every other Senate meeting.
- 14) Responsible to attend all ASUN retreats, and trainings as decided by the President and the Director of Executive Outreach.
- 15) To chair and oversee all meeting of the Department of IDEA, which must occur at least once per month, with an agenda posted in accordance with Nevada Open Meeting Law.

### **SECTION 05: ASSISTANT DIRECTOR**

#### a) IN GENERAL:

There shall be an Assistant IDEA, nominated by the Director, with the consent of the Senate

#### DUTIES:

The Assistant Director Shall:

- 1) Help coordinate and oversee the logistics, programming, research, and policy analysis of the Department.
- 2) Be required to attend scheduled Department of IDEA meetings unless the presiding officer grants an excused absence prior to the meeting convening, and run department meetings in the absence of or at the request of the Director.
- 3) In the case of the vacancy in the Office of the Director of the Department, the Assistant Director shall act as Director until the appointment of a new Director.
- 4) Assist members of the Department in the planning and implementation of all Department events and initiatives.
- 5) Plan, organize, and execute the curriculum of the IDEA Internship program to include:
  - i) Producing the education components to include sentiments such as: multicultural awareness, student activism, event planning, policy analysis, data analysis, time management, and leadership skills.
  - ii) Presentations or guest speakers that increase the learning mission of the program.
  - iii) Coordinating a system where interns will report to the officer in the Department of IDEA that the Assistant Director deems appropriate.
- 6) Will serve as oversight and liaison to IDEA Interns
- 7) Review candidates for the IDEA Internship for eligibility with the assistance of the administrative faculty of the Center for Student Engagement.
- 8) Responsible to attend all ASUN retreats, and trainings as decided by the Director of IDEA and the Director of Executive Outreach.

### **SECTION 06: COMMISSIONERS**

#### a) IN GENERAL:

There shall be three IDEA Commissioners, nominated by the Director, with the consent of the Senate

- 1) There shall be a Commissioner of Social Justice and Policy
  - i) There shall be a Commissioner of Social Justice and Policy, nominated by the Director, with the consent of the Senate.
  - ii) The Commissioner of Social Justice and Policy shall track University, local,

state, and national policy that affect students, as well as research diverse and inclusive initiatives happening at other institutions. The Commissioner of Social Justice and Policy shall research and analyze policy and provide data for the Director to present to the Senate.

- 2) There shall be a Commissioner of Projects and Events
    - i) There shall be a Commissioner of Projects and Events, nominated by the Director, with consent from the Senate.
    - ii) The Commissioner of Projects and Events shall coordinate and organize any events, initiatives, and efforts to educate students, faculty, and staff on diverse topics, and to empower under-represented students.
  - 3) There shall be a Commissioner of Marketing and Outreach
    - i) There shall be a Commissioner of Marketing and Outreach, nominated by the Director, with the consent of the Senate.
    - ii) The Commissioner of Marketing and Outreach shall plan, and coordinate events directed at gauging opinions and student interests ranging from, but not limited to: race, culture, LGBTQIA+, internationalism, socioeconomic status, disabilities, and religion, as appointed by the Director.
    - iii) The Commissioner of Marketing and Outreach shall aid the Commissioner of Projects and Events in the promotion of campaigns and events as well as serve as a liaison between the department and InkBlot.
  - 4) Responsible to attend all ASUN retreats, and trainings as decided by the Director of IDEA and the Director of Executive Outreach.
- b) **ADDITIONAL DUTIES:**
- 1) Commissioners shall act as liaisons between students that identify in diverse groups ranging from, but not limited to: race, culture, LGBTQIA+, internationalism, socioeconomic status, disabilities, and religion, as appointed by the Director.
  - 2) Commissioners shall be responsible for highlighting and addressing issues to their specific breaches and plan their own events catering to their designated groups of people.
  - 3) Commissioners shall be required to attend scheduled Department of IDEA meetings unless the presiding officer grants an excused absence prior to the meeting convening.
  - 4) Commissioners shall mentor and educate IDEA Intern(s) that the Officers may be assigned to.

#### **SECTION 07: AUTHORIZATION OF APPROPRIATIONS**

There is hereby authorized to be appropriated such sums as may be necessary for the support of the Department.

## CHAPTER 207: DEPARTMENT OF SUSTAINABILITY

### SECTION 01: ESTABLISHMENT

There is hereby established a Department of Sustainability as an executive department of the Association.

### SECTION 02: MISSION

The primary mission of the Department is to:

- a) Pursue initiatives that improve the eco-friendliness and overall sustainability of the university and the Reno community
- b) Ensure that the student body is well educated and aware of issues pertaining to sustainability on the local and national level
- c) Host events that are both engaging and informational for students to learn about sustainability and how to adopt a sustainable lifestyle
- d) Execute the Sustainable Nevada Initiative Fund
- e) Other matters properly relating thereto

### SECTION 03: DUTIES

The Department of Sustainability shall consist of a Director and one Assistant Director

### SECTION 04: DIRECTOR OF SUSTAINABILITY

a) IN GENERAL:

There is a Director of Sustainability, appointed by the President, with the consent of the Senate.

b) HEAD OF DEPARTMENT:

The Director will be the head of the Department, and shall have the direction, authority, and control over it.

c) FUNCTIONS:

- a. Develop relationships with and meet regularly with leaders from environmental and sustainability related student organizations
- b. Develop a working relationship with the Assistant Director of Environmental Programs, and other related environmental and sustainability offices, or offices which would benefit from sustainability advocacy.
- c. Proactively address environmental and sustainability concerns and policy issues in areas of Campus Life including, but not limited to, transportation, food and dining, facilities, recycling and waste, or any area the Director identifies as a current priority.
- d. Serve on university committees and task forces relating to sustainability, such as the University Sustainability Committee, Arboretum Board, and Campus Bicycle Committee
- e. Oversee and execute the Sustainable Nevada Initiative Fund Program
- f. Organize and appoint the appropriate members to the Sustainable Nevada Initiative Fund committee.
- g. Act as a standing member of the Sustainable Nevada Initiative Fund committee.
- h. Execute any initiatives assigned by the President relevant to the mission of the Director of Sustainability.
- i. Pursue various means of improving the campus transportation system that prioritizes walking, biking, public transportation, and shared commuting.
- j. Work on community projects involving the university and off-campus partners.
- k. Act as a Consultant and sustainability advocate to the Senate of the Associated Students and other offices by conveying information and data related to sustainability issues concerning university students and new initiatives, and department information.
- l. Have a report read or spoken into the record at minimum every other Senate meeting.
- m. Attend Senate Committee Meetings should they deal with the themes of Sustainability and give

- a written or in-person report about those topics to the Committee Chair.
- n. Develop a departmental strategic plan for the session to be presented to the president in order ensure equal distribution of tasks and infrastructure for the department's mission
  - o. The Director shall recommend to the Senate of the Associated Students appointments of students to the Department.
  - p. To present a new appointment to the Senate of the Associated Students within the following two weeks of said committee or Senate meeting if an executive appointment is reported unfavorably by the Senate Committee on Oversight or if an appointee is not passed by the Senate, or in the event that the President is unable to find a qualified candidate within those two weeks, the President must present to the Committee on Oversight and explain the circumstances.
  - q. To chair and oversee all meetings of the Department of Sustainability.
  - r. Maintain a document to record potential future projects and director notes to be stored in the NevadaBox.
  - s. Responsible to attend all ASUN retreats, and trainings as decided by the President and the Director of Executive Outreach.

**SECTION 05: ASSISTANT DIRECTOR OF SUSTAINABILITY**

a) IN GENERAL:

There will be an Assistant Director, appointed by the Director, with the consent of the Senate.

b) FUNCTIONS:

- 1) Act as the Director of Sustainability in the Director's absence or at the Director's request
- 2) Work with various ASUN department to host year-round events with themes of sustainability
- 3) Work with any officers hosting events to help make the events as sustainable as possible
- 4) Program and promote events for nationally recognized holidays relevant to environmental preservation, such as Public Lands Day, Earth Day, and Arbor Day.
- 5) Perform any tasks pertaining to department marketing and promotion
- 6) Work on community projects involving the university and off-campus partners.
- 7) Act as a standing member of the Sustainable Nevada Initiative Fund committee
- 8) Responsible to attend all ASUN retreats, and trainings as decided by the Director of Sustainability and the Director of Executive Outreach.
- 9) Proactively address environmental and sustainability concerns and policy issues in areas of Campus Life including, but not limited to, transportation, food and dining, facilities, recycling and waste, or any area the Director identifies as a current priority.
- 10) Pursue various means of improving the campus transportation system that prioritizes walking, biking, public transportation, and shared community.
- 11) Work with the Director to develop the departmental strategic plan.

**SECTION 06: AUTHORIZATION OF APPROPRIATIONS**

There is hereby authorized to be appropriated such sums as may be necessary for the support of the Department.

# CHAPTER 208: THE DEPARTMENT OF GOVERNMENT AFFAIRS

## SECTION 01: ESTABLISHMENT

There is hereby established a Department of Government Affairs as an executive department of the Association.

## SECTION 02: MISSION

The primary mission of the department is:

- a) To track local, state, federal, and global legislation to ensure that students are represented fairly.
- b) To advocate on behalf of students to the Faculty Senate, University officials, City and County officials, the NSHE Office of the Chancellor, Nevada State Government and the Nevada Congressional Delegation and any other governing or legislative body that could affect students.
- c) To report to the Association on relevant legislative happenings of the aforementioned bodies, and offer possibilities for involvement or collaboration.
- d) To provide advice and recommendations to the President.
- e) To educate students about legislative issues that affects them.
- f) To execute general campaign strategies adopted by the Department of Government Affairs set forth on behalf of the Associated Students of the University of Nevada.
- g) To present to the Committee on Democratic Civic Engagement with a list of recommended legislative priorities no later than Dead Day of the Fall semester.
- h) Other matters properly relating thereto.

## SECTION 03: STRUCTURE

### a) IN GENERAL:

There is a Director of Government Affairs, appointed by the President, with the consent of the Senate.

### b) HEAD OF DEPARTMENT:

The Director is the head of the Department and shall have direction and authority over it.

### c) FUNCTIONS:

- 1) The Director shall provide non-partisan advice to the President, and frame recommendations for the President to advance student interests.
- 2) The Director shall coordinate with the Vice President of Government and Community Engagement, or equivalent person, for the University of Nevada.
- 3) The Director may delegate any of the Director's functions to any other officer, employee, or organizational unit of the Department. All other officers shall be appointed by the Director.
- 4) The Director must attend all Committee on Democratic Civic Engagement meetings or must designate the Assistant Director to attend in their absence.
- 5) The Director shall present a new appointment to the Senate within the following two weeks of said committee or Senate meeting if an executive appointment is reported unfavorably by the Senate committee on Oversight or if an appointee is not passed by the Senate, or in the event that the Director is unable to find a qualified candidate within those two weeks, the Director must present to the Committee on Oversight and explain the circumstances.
- 6) The Director shall act as President if, by reason of death, resignation, removal from office, inability, or failure to qualify, there is no President, Vice President, Speaker of the Senate, Director of Clubs and Organizations, Director of Programming, Attorney

- General, or Director of Public and Campus Relations to act as President.
- 7) To have a report read or spoken into record at minimum every other Senate meeting.
  - 8) Responsible to attend all ASUN retreats, and trainings as decided by the President and the Director of Executive Outreach.
  - 9) The Director should be consulted before any officer communicated with a government official in their official capacity as an ASUN Officer. Whenever possible, the Director should be included in communications with government officials or informed as soon as possible. This serves to streamline communication and preserve the reputation of the Association.
  - 10) To chair and oversee all meetings of the Department of Government Affairs, which must occur at least once per month, with an agenda posted in accordance with Nevada Open Meeting Law.

#### **SECTION 04: ASSISTANT DIRECTOR**

a) **IN GENERAL:**

There is an Assistant Director of Government Affairs, nominated by the Director, with the consent of the Senate.

b) **DUTIES:**

The Assistant Director shall:

- 1) Help coordinate and oversee the logistics, programming, research, and policy analysis of the Department.
- 2) Serve as support in conducting student-led lobbying efforts at all levels of government.
- 3) Act as the Director of Government Affairs in the absence of or at the request of the Director.
- 4) Plan, organize, and execute the curriculum of the Government Relations Internship Program to include:
  - i) Producing the education components twice a semester to include sentiments such as: Policy Analysis, Student-led lobbying efforts, the Nevada Legislature and State Government Structure, Voter Registration, History of Nevada Politics, Policies that have impacted Higher Education, the Board of Regents, ASUN governing documents, data analysis, time management, leadership skills, and other topics related thereto.
  - ii) Presentations or guest speakers that increase the learning mission of the program.
  - iii) Coordinating a system where interns will report to the officer in the Department of Government Affairs that the Assistant Director of Government Affairs deems appropriate.
- 5) Responsible to attend all ASUN retreats, and trainings as decided by the Director of Government Affairs and the Director of Executive Outreach.
- 6) The Assistant Director shall be required to attend scheduled Department of Government Affairs meetings unless the presiding officer grants an excused absence prior to the meeting convening.

#### **SECTION 05: DEPARTMENT COMPOSITION**

a) **POLICY DIRECTOR AND ADVOCACY DIRECTOR**

- 1) There is a Policy Director, nominated by the Director, with the consent of the Senate.
- 2) The Policy Director shall develop strategic short-term and long-term policies for appropriate bodies to consider. The Policy Director shall keep the Director of Government Affairs apprised of Local, State, Federal, and Global policy as instructed by the Director of Government Affairs.
- 3) The Policy Director shall routinely send out policy briefs and a newsletter detailing relevant news events on the local, state, federal, and global level.
- 4) The Advocacy Director will track the legislative process, sit in on external meetings, and



connect students to their representatives to voice their opinions, The Advocacy Director will register as a lobbyist during school years which the Nevada State legislature will be in session. The Policy Director and Advocacy Director will work under the direction of the Government Affairs Director to identify opportunities for advocacy on relevant issues.

- 5) The Policy Director and Advocacy Director shall be required to attend scheduled Department of Government Affairs meetings unless the presiding officer grants an excused absence prior to the meeting convening.
- b) **PROJECTS DIRECTOR AND STUDENT OUTREACH COORDINATOR**
- 1) There is a Projects Director, nominated by the Director, with the consent of the Senate, and a Student Outreach Coordinator, nominated by the Director, with the consent of the Senate.
  - 2) The Projects Director shall coordinate and organize any grassroots events, voter registration drives, and efforts to educate and empower students. The Projects Coordinator shall assist the Projects Director in their efforts.
  - 3) The Student Outreach Coordinator shall facilitate and organize efforts to gauge students and interests in opinions on various issues. They should lead department outreach efforts such as but not limited to student town halls, tabling, and discussions. Additionally, they should assist the Projects Director to ensure events are representative and inclusive of all students' interests.
  - 4) The Student Outreach Coordinator and Advocacy Director shall work together to provide opportunities for student involvement in the legislative process.
  - 5) The Projects Director and Student Outreach Coordinator shall be required to attend scheduled Department of Government Affairs meetings unless the presiding officer grants and excused absence prior to the meeting convening.
- c) **GOVERNMENT AFFAIRS INTERNS**
- The Assistant Director shall oversee the Government Affairs Internship Program. Responsibilities include: managing interns, creating and executing, the curriculum for the Government Affairs Interns.

#### **SECTION 06: AUTHORIZATION OF APPROPRIATIONS**

There is authorized to be appropriated such sums as may be necessary to carry out the provisions of this Chapter.



## CHAPTER 209: DEPARTMENT OF CAMPUS WELLNESS

### SECTION 01: ESTABLISHMENT

There is hereby established a Department of Campus Wellness as an executive department of the Association.

### SECTION 02: MISSION

The primary mission of the Department is to:

- a) Be well-informed of the mental and physical health challenges concerning the students of the university.
- b) Pursue initiatives that educate the students of the university on mental and physical health.
- c) Program various events and activities that will showcase mental and physical health resources on campus.
- d) Other matters properly relating thereto.

### SECTION 03: STRUCTURE

The Department of Campus Wellness shall consist of a Director and an Assistant Director of Marketing and Special Projects.

### SECTION 04: DIRECTOR OF CAMPUS WELLNESS

- a) IN GENERAL:  
There is a Director of Campus Wellness, appointed by the President, with the consent of the Senate.
- b) HEAD OF DEPARTMENT:  
The Director will be the head of the Department, and shall have the direction, authority, and control over it.
- c) FUNCTIONS:
  - a) Develop relationships with and meet regularly with leaders from mental and physical health related student organizations.
  - b) Develop a working relationship with the Director of the E.L. Wiegand Fitness Center, The Administrative Assistant of the Counseling Center, and the Health Promotion Program Coordinator of the Student Health Center.
  - c) Serve on university committees and task forces relating to mental and physical health, including but not limited to, the Student Wellness Advisory Group and ADA accessibility groups.
  - d) Program a Wellness Week highlighting mental and physical health issues and resources in coordination with the School of Social Work Senator.
  - e) Chair all meetings of the Department.
  - f) Manage the department budget and related administrative duties.
  - g) Convey to the Senate of the Associated Students information and data related to mental and physical health issues concerning university students and new initiatives.
  - h) Provide a written report to the Senate showing the usage of the Counseling Center fee, Health Center fee, E.L. Wiegand Fitness Center fee, and the usage by students of these resources.
  - i) Have a report read or spoken into the record at a minimum every other Senate meeting.
  - j) Responsible to attend all ASUN retreats, and trainings as decided by the President and the Director of Executive Outreach.

### SECTION 05: ASSISTANT DIRECTOR OF MARKETING AND SPECIAL PROJECTS

a) **IN GENERAL:**

There will be an Assistant Director, appointed by the Director, with the consent of the Senate.

b) **FUNCTIONS:**

1. Act as the Director of Campus Wellness in the Director's absence or at the Director's request.
2. Program and promote events and initiatives related to campus health and wellness assigned by the Director of Campus Wellness, including but not limited to, It's On Us, green Dot Training, Pack Fit, Wellness Wednesdays, etc.
3. Work with Inkblot and campus marketing organizations to promote campus wellness resources and manage Department public relations.
4. Collaborate with ASUN and campus entities to provide support and informational resources to students regarding issues of public health.
5. Responsible to attend all ASUN retreats, and trainings as decided by the Director of Campus Wellness and the Director of Executive Outreach.

**SECTION 06: AUTHORIZATION OF APPROPRIATIONS**

There is hereby authorized to be appropriated such sums as may be necessary for the support of the Department.

## CHAPTER 210: PRESIDENT'S CABINET

### SECTION 01: ESTABLISHMENT

There is hereby established a President's Cabinet.

### SECTION 02: MISSION

- a) The primary mission of the President's Cabinet shall be to assist the President and Vice President in carrying out the functions of the Executive Branch.
- b) This body is not intended as a legislative body, instead as a board to oversee the approval of budgets, events, and other operations of the executive branch.

### SECTION 03: COMPOSITION

The composition of the President's Cabinet is as follows:

- a) President
- b) Vice President
- c) Director of Clubs and Organizations
- d) Director of Programming
- e) Director of Public and Campus Relations
- f) Attorney General
- g) Director of Government Affairs
- h) Director of Executive Affairs
- i) Director of Executive Outreach
- j) Director of IDEA
- k) Director of Sustainability
- l) Director of Campus Wellness

### SECTION 04: EVENT PLANNING

- a) **EVENT PROPOSAL FORM:** Any event exceeding \$1,000 planned by the President's Cabinet is subject to approval at a publicly agendaized President's Cabinet meeting and must utilize the following form.
- b) The event proposal form shall include at minimum the following information. Additional items may be added at the discretion of the Director of Executive Outreach:
  - 1) Contact Information
    - i. Organizers
    - ii. E-Mail
  - 2) Event Information
  - 3) Event Name
  - 4) Event Location
  - 5) Event Date
  - 6) Hours of Event
  - 7) Expected Attendance
  - 8) Budget Account
    - i. Budget Description
- c) This section shall be an itemized event budget including: item description, cost, and vendor.
  - 1) Miscellaneous (10% cushion of final event cost)
  - 2) Total event cost
  - 3) Total ASUN cost
- d) There shall be a minimum of three points of discussion at a publicly agendaized President's Cabinet meeting before a budget shall be passed or denied.
- e) The Director of Executive Outreach will perform assessments and collect data from any events hat

exceed \$1,000 or by the request of the President or President's Cabinet. The Director of Executive Outreach will present new data to the President's Cabinet.

## CHAPTER 211: TERM LIMITS

### **SECTION 01: DEFINITION OF “DEAD DAY”**

As used in this Act, “Dead Day” means the day immediately preceding final examinations on which the University holds no classes.

### **SECTION 02: TERMS OF OFFICIALS**

The following officers shall serve for a term, beginning on their day of appointment by the incoming President of the Association. The previous officer shall continue to conduct their duties as decided by the current President or until dead day, whichever comes sooner. An officer’s term also ends upon the administration of oath of office of a new officer for the same position.

- a) Director of Clubs and Organizations
- b) Club Commissioners
- c) Director of Programming
- d) Programmers in the Department of Programming
- e) Assistant Programmers in the Department of Programming
- f) Attorney General
- g) Director of Government Affairs
- h) Assistant Directors of Government Affairs
- i) Director of IDEA
- j) Director of Sustainability
- k) Director of Executive Affairs
- l) Director of Executive Outreach
- m) Director of Campus and Public Relations

### **SECTION 03: TRANSITION OF TERMS**

A departing officer should serve as a resource for the incoming officer on their job duties and how to properly execute them. This can include volunteering for the department with the consent of the new officer.

### **SECTION 04: TERM OF THE PRESIDENT AND VICE PRESIDENT**

The terms of the President and Vice President shall end at 6 p.m. on the Constitutional day the terms of office are to end, which is the Wednesday closest to April 15.

## CHAPTER 212: NOMINATIONS AND RESIGNATIONS

### **SECTION 01: SUBMISSION OF NOMINATION TO SENATE**

Whensoever an appointment to be made by law requires the consent of the Senate, the appointing authority shall cause a nomination to be sent to the Senate through the Speaker of the Senate, in substantially the following form:

“To the Senate of the Associated Students:

“I nominate [name] to be [office].”

“[original signature of appointing authority].”

The nomination shall be signed by the appointing authority, bear the date of the submission of the nomination to the Senate, and be sent either in a sealed envelope or through e-mail

### **SECTION 02: RECEIPT OF NOMINATION**

The Secretary of the Senate shall note in a journal the date and time of the receipt of a nomination. The date of the nomination contained in the journal shall be competent evidence of the date of the receipt of the nomination.

### **SECTION 03: RESOLUTION OF CONFIRMATION**

Whensoever the Senate grants its consent to a nomination, the Secretary shall cause to be sent to the appointing authority a resolution of proper form attesting to the Senate’s consent to the nomination.

### **SECTION 04: DEADLINE TO SUBMIT NOMINATIONS**

The President shall submit nominations to the Senate within one week of the President taking office for the following officers:

- a) Director of Executive Affairs
- b) Director of Programming.
- c) Director of Clubs and Organizations
- d) Director of Government Affairs
- e) Director of Campus and Public Relations
- f) Attorney General
- g) Chief Justice
- h) Director of Sustainability

### **SECTION 05: APPOINTMENTS TURNAROUND TIME**

In the event that an executive appointment is reported unfavorably by the Senate committee on Oversight or if an appointee is not passed by the Senate, the appointing party (i.e., ASUN President, Director of Clubs & Organizations) shall present a new appointment to the Senate within the following two weeks of said committee or Senate meeting. In the event that the appointing party is unable to find a qualified candidate within those two weeks, the President must present to the Committee on Oversight and explain the circumstances. Further action to be taken will be at the discretion of the Committee on Oversight.

### **SECTION 06: RESIGNATION FROM ASSOCIATION OFFICE**

The only evidence of a refusal to accept, or of a resignation of any Association office, shall be an instrument in writing, declaring the same, and subscribed by the person refusing to accept or resigning, as the case may be, and delivered to the appointing authority.

## CHAPTER 213: SUCCESSION

### **SECTION 01: RESIGNATION OR REFUSAL OF OFFICE OF THE PRESIDENT**

The only evidence of a refusal to accept, or of a resignation of the office of President or Vice President, shall be an instrument in writing, declaring the same, and subscribed by the person refusing to accept or resigning, as the case may be, and delivered to the Speaker of the Senate of the Associated Students.

### **SECTION 02: VACANCY IN OFFICES OF BOTH THE PRESIDENT AND VICE PRESIDENT**

- a) Succession of Speaker of the Senate to Office of President:
  - 1) If, by reason of death, resignation, removal from office, inability, or failure to qualify, there is neither a President nor Vice President to discharge the powers and duties of the office of President, then the Speaker of the Senate shall, upon the resignation as Speaker and as Senator, act as President.
  - 2) The same rule shall apply in the case of the death, resignation, removal from office, or inability of an individual acting as President under this subsection.
- b) An individual acting as President under subsection a of this section shall continue to act until the expiration of the then current Presidential term, except that:
  - 1) if the Speaker's discharge of the powers and duties of the office is founded in whole or in part on the failure of both the President-elect and the Vice President-elect to qualify, then the Speaker shall act only until a President or Vice President qualifies; and
  - 2) if the Speaker's discharge of the powers and duties of the office is founded in whole or in part on the inability of the President or Vice President, then the Speaker shall act only until the removal of the disability of one of such individuals.
- c) **LINE OF SUCCESSION:**
  - 1) If, by reason of death, resignation, removal from office, inability, or failure to qualify, there is no Speaker of the Senate to act as President under subsection b of this section, then the President's Cabinet shall hold a vote to determine an interim-President. Any member of the President's Cabinet that meets the constitutional requirements are eligible for nomination or self-nomination. The nominee that receives a majority of votes from the other cabinet members shall be appointed as the interim-President. This election shall be chaired by the Chief Justice of the Association.
  - 2) A person operating as interim-President under Section 2 of this subsection shall only serve for a maximum term of two weeks. A special election must be held during this time to elect a President. In the case that no special election has been held, the Director of Elections or other appropriate CSE staff shall present to the Judicial Council regarding the special election. The Judicial Council shall then give their recommendations to the rest of the Association. This includes the ability to extend the term of the interim-President until the special election may be held.
  - 3) The taking of the oath of office by an individual specified in the procedure in subsection 1 of this subsection shall be held to constitute a temporary resignation from their former position. Upon the election of a new president through special election, the interim President shall assume their former office.
- d) Subsections a and c of this Section shall apply only to such officers as are eligible to the office of President under the Constitution. Subsection c of this section shall apply only to officers appointed, with the consent of the Senate, prior to the time of the death, resignation, removal from office, inability, or failure to qualify, of the Speaker of the Senate, and only to officers not under impeachment by the Senate at the time the powers and duties of the office of President devolve upon them.

### **SECTION 03: COMPENSATION**

During the period that any individual acts as President under this Chapter, the compensation of the individual shall be at the rate then provided by law in the case of the President.



# TITLE III: THE JUDICIAL BRANCH

## CHAPTER 301: JUDICIAL BRANCH COMPOSITION

### SECTION 01: COMPOSITION

The Judicial Branch is comprised of four Associate Justices including a Senior Associate Justice, one Chief Justice and Judicial Interns, each appointed by the President and confirmed by the Senate of the Associated Students of the University of Nevada to serve a two-year term. The Senior Associate Justice will be the Associate Justice who has served the longest on the council. In an instance where all Associate Justices are appointed at the same time, it is up to the Chief Justice's discretion to appoint a Senior Associate Justice. The only qualification to serve in these positions is to be a member of the Association and fulfill the requirements laid out in the constitution.

### SECTION 02: ASSOCIATE JUSTICE DUTIES

The Duties of an Associate Justice include, but are not limited to:

- a) Interpret the legal and governing documents of the Associated Students of the University of the Nevada.
- b) Hear all charges brought against the executive and legislative branches of the Association.
- c) Review past decisions of previous Judicial Councils in order to establish foundation for precedent.
- d) Meet no less than twice per semester to discuss and review matters of legality and constitutionality within the Association, additional meetings should be held if necessary for preparation purposes.
- e) Administer oaths of office as necessary to officers in the Association whenever the Chief Justice is not available.
- f) Shall be relieved by the Chief Justice from all matters concerning a hearing if at any time it is recognized that the officer possesses a conflict of interest.
- g) Review all rulings made by the Chief Justice during a hearing if an objection is raised.
- h) Responsible to attend all ASUN retreats, and trainings as decided by the Chief Justice and the Director of Executive Outreach.

### SECTION 03: SENIOR ASSOCIATE JUSTICE DUTIES

In addition to all of the duties of Associate Justice, the duties of the Senior Associate Justice include, but are not limited to:

- a) Assume the duties of the Chief Justice in an instance of the Chief's absence.
- b) Act as the interim Chief Justice in a judicial hearing in an instance where the Chief Justice possesses a conflict of interest.
- c) Sit on the Elections Violations Appeal Commission.
- d) Responsible to attend all ASUN retreats, and trainings as decided by the Chief Justice and the Director of Executive Outreach.

### SECTION 04: CHIEF JUSTICE DUTIES

In addition to all of the duties of Associate Justice, the duties of Chief Justice include, but are not limited to:

- a) Delegate operating duties of the Judicial Council as defined in SAS 302 to Associate Justices.
- b) Determine operating procedures for the Judicial Branch not defined in the governing documents of the Association.
- c) Set guidelines for Judicial Council training
- d) Administer oaths of office as necessary to officers in the Association.

- e) Present a new appointment to the Senate within the following two weeks of said committee or Senate meeting if an executive appointment is reported unfavorably by the Senate committee on Oversight or if an appointee is not passed by the Senate, or in the event that the Chief Justice unable to find a qualified candidate within those two weeks the Chief Justice must present to the Committee on Oversight and explain the circumstances.
- f) Administer the appointment of a Senior Associate Justice.
- g) Ask to be relieved from all matters concerning a hearing if at any time the Chief Justice recognizes that the Chief Justice possesses a conflict of interest.
- h) Assign a Justice to consult with the participants in a hearing regarding procedural matters and aid in the smooth progression of prehearing matters if the Council accepts a case.
- i) Be responsible for calling all meetings, arranging all hearings of the Council, conducting all meetings, and maintaining order at hearings and to be generally responsible for all administrative functions of the Council.
- j) Maintain attendance records of the Council, propose the Council's budget to the Senate, report to the Senate on the status of pending cases, and any other duties within Title III.302.1.
- k) Review Judicial Internship candidates for eligibility with the assistance of the administrative faculty of the Center for Student Engagement.
- l) Plan, organize, and execute the curriculum of the Judicial Internship Program to include:
  - 1) Produce the education components twice a semester to include sentiments such as: reviewing past cases and discussing the pros and cons, finding an area of the legal documents that the interns are interested in and becoming an expert of that section, administering oaths, interpreting ASUN legal documents.
  - 2) Presentations or guest speakers that increase the learning mission of the program.
- m) Responsible to attend all ASUN retreats, and trainings as decided by the President and the Director of Executive Outreach.

## CHAPTER 302: THE JUDICIAL RULES OF PROCEDURE

### SECTION 01: ESTABLISHMENT OF RULES

The following is established as the Rules of the Judicial Council of the Associated Students pursuant to Art. IV, sec. 3(c) of the Constitution of the Associated Students:

a) Rule 1: Scope, Purpose, Accommodations to Disabled Persons

1) SCOPE AND PURPOSE:

These rules govern the procedure in all proceedings in the Associated Students Judicial Council or any other judicial body within the jurisdiction of the Associated Students. The purpose of these Judicial Council Rules of Procedure is to establish guidelines for the conduct of the Judicial Council, and members of the Association, and to provide for the proper execution of its duties laid forth in Article IV of the Constitution.

2) EQUAL PROTECTION:

These rules of procedure ensure that the ASUN Judicial Council provides every person or group with an equal opportunity to receive fair and just protection under the ASUN Constitution, and under all other rules and regulations of the Association.

3) ACCOMMODATIONS TO DISABLED PERSONS:

The Council shall make reasonable efforts to provide accommodations to people with disabilities, as required under the Americans with Disabilities Act and other related laws or regulations.

Rule 2: Power to Issue Orders; Enforceability

The Council shall have the power to issue orders to ensure the proper execution of its responsibilities and authority derived from the ASUN Constitution and from the laws, rules and regulations of the ASUN.

Rule 3: Pre-Hearing Procedures

1) INITIATION OF ACTIONS:

i) Judicial Council may summon anybody of the Association that seeks to affect the Judicial Council or its actions to a hearing to determine the legality of the body's actions.

1) Should the body refuse to appear, the Judicial Council may continue to behave according to these Rules or the status quo.

ii) A written request for judicial action or remedy may be brought to the Council by any member of the Association. Such written materials will be considered from the time the judicial actions are submitted and reviewed in a regular Judicial Council meeting.

iii) Failure to abide by the guidelines for the filing of documents set forth by these rules of procedure may result in a Default Judgment at the time of the hearing (see JRP 4(1)).

2) CONSULTATION OF PROCEDURAL MATTERS:

Justices of the Judicial Council will be available for consultation on procedural matters.

3) CONFLICTS OF INTEREST:

i) A conflict of interest is a situation in which a person or organization is involved in multiple interests, (financial, personal, emotional, or otherwise), one of which could possibly corrupt the motivation of the individual or organization.

ii) If at any time a Justice recognizes that the Justice might possess a conflict of

- interest, that individual shall be relieved from all matters concerning the hearing.
- iii) If at any time the Attorney General might possess a conflict of interest the Chair of the Committee on Government Operations shall act as a special prosecutor to act as and perform the elections duties of the Attorney General, insofar as the Attorney General's conflict is concerned.
- 4) TYPES OF HEARINGS:
- i) GENERAL HEARING:  
For a general hearing, the hearing shall take place no sooner than seven business days after the case is accepted and no later than fourteen business days after the day of acceptance.
- ii) EXPEDITED HEARING:  
Any form of hearing may proceed according to an expedited schedule if the Council deems it necessary. The hearing will take place after all parties have been notified; however, the hearing must take place within seven business days after a case has been accepted.
- iii) HEARINGS OF ELECTION CODE VIOLATIONS  
Any Judicial case that is a violation of SAS Title VII.702 – Elections Code shall be subject to all procedures listed in SAS VII.702.13(h) – Filing a Complaint.
- 5) INITIATING THE HEARING PROCESS:
- i) CHARGE SHEET:
- 1) To request a hearing, a charge sheet must be filed in writing with the Council. Copies of the charge sheet must also be filed with the Attorney General, and with the ASUN Director. The Council requests six copies of the charge sheet.
- ii) PUBLIC RECORDS:
- 1) Charge sheets are accessible to the public once the charge sheets are filed.
- 2) Charge sheets are not accessible to anyone other than the Justices if the petitioner files the sheet under seal. The Council may unseal the charge at any time.
- 3) Charge sheet forms will be made available at the Judicial Council's office and on the ASUN Web site, if at all possible.
- iii) THE CHARGE SHEET SHALL INCLUDE:
- 1) The names and e-mail addresses of the person(s) filing charges.
- 2) The list of persons charged, along with e-mail addresses when available.
- 3) For all cases, list all parties that could be directly affected by the outcome of the hearing.
- a) All specific violations the petitioner complains about.
- b) All relevant supporting evidence, or detailed descriptions of such evidence.
- c) Statements as to the constitutional, statutory, and/or regulatory provisions allegedly violated.
- d) The type of judicial relief sought.
- e) Requests for Preliminary Injunctions and the rationale (regarding irreparable harm) for the request.
- f) Requests for an expedited hearing, and the rationale for the request.
- g) Whether the Charge Sheet is being filed under seal and the rationale for the request.
- iv) REVIEW OF CHARGE SHEETS:
- 1) After the filing of a charge sheet, the Council shall meet within seven

business days to determine if the case should be accepted. In order to accept a case, the Council must find that four conditions are met:

- a) The case is within its jurisdiction.
  - b) The factual allegations constitute violations of the Constitution, statutory, and/or regulatory provisions stated on the charge sheet.
  - c) The constitutional, statutory, and/or regulatory provisions cited provide adequate grounds for the remedies requested.
  - d) The case is filed in good faith. The following are non-restrictive guidelines for determining this condition:
    - Election violation cases are considered filed in good faith if the violation is originally filed before 4 p.m. on the Tuesday following the close of polls.
    - Appeals for election violation cases are considered filed in good faith if they are filed within seven days following the release of the original decision.
    - Cases to invalidate an election are considered filed in good faith if they are filed within seven days after the election count.
    - A case is not filed in good faith if it can be shown that the petitioner has a malicious intent to delay or interfere with the judicial process.
- 2) Charge sheets shall be construed in the most favorable light possible in favor of the petitioner in order that a case may proceed to the issuance of summons to a respondent. The acceptance of a case is without prejudice to the respondent challenging the bringing of a case on procedural grounds (e.g., jurisdiction, standing, justifiability, etc.). The intent of initial on camera review is to ensure the proper filing of a charge sheet and not to rule on substantive matters.
  - 3) A majority vote of those Justices participating at a meeting shall determine if the case is accepted.
  - 4) The Council shall review the charge sheets in closed sessions.
  - 5) In the extreme event the Council does not believe a hearing will provide any substance to its consideration of the controversy brought to its attention, the Council may issue a summary judgment directly after considering and accepting the case. The Council may issue such a judgment without prior consultation with, or consent from, either party involved in the case.
- v) NOTIFICATION:
- 1) If the Council rejects the case, the petitioner(s) shall be notified of the decision. Explanation shall be given in writing.
  - 2) If the Council accepts the case, all parties shall be notified of the time and place of the hearing.
  - 3) If the respondent does not wish to contest the charge, the respondent must so indicate to the petitioner and the Justice assigned to oversee their case.
  - 4) Notice shall be given of the hearing by posting at ASUN posting locations.
- 6) PRELIMINARY INJUNCTION:  
The Council will issue a Preliminary Injunction when there is adequate reason to believe irreparable harm will be done prior to a formal hearing of the Council. Such an order will preserve the status quo of the situation at the time of filing and shall be rescinded upon a decision of the Council.

- i) EMERGENCY PRELIMINARY INJUNCTION:
  - 1) Any Justice may order an Emergency Preliminary Injunction if there is adequate reason to believe irreparable harm will be done before the Council can meet.
  - 2) Before issuing such an order, a Justice must consider, in the individuals own best opinion, that the four criteria for accepting a case are met by the petitioner's charges.
  - 3) Before issuing such an order, a Justice will make a good faith attempt to contact the opposing party and offer the opportunity, within the applicable time constraints, to issue rebuttal to argumentation for irreparable harm against the petitioner and/or to offer their own argumentation for irreparable harm against the defense.
    - a) The Justice will not wait longer than the maximum time before, in the individuals own best opinion, irreparable harm would be done.
  - 4) Before issuing such an order, an Associate Justice will contact the Chief Justice and/or the Senior Associate Justice for consultation. The Senior Associate Justice will then contact the Chief Justice.
  - 5) An Emergency Preliminary Injunction is considered to be an order of the Judicial Council en banc if it is not rescinded at the meeting immediately following its inception.
- 7) REQUEST FOR APPEARANCE AND INFORMATION:
  - i) Request for Appearance and Information: Any Justice may authorize the issuance of a summons, which is an order compelling the appearance of person(s) at a hearing.
  - ii) Requests for Information: Counsels for both sides are responsible for providing the Judicial Council with names and contact information of the people and a list of all relevant evidence the Judicial Council wishes to introduce at the hearing.
- 8) WITNESSES AND EVIDENCE:
  - i) WITNESS LISTS:

A list of all witnesses testifying in a hearing shall be submitted to the Council and opposing parties 2 business days prior to the time briefs are due.
  - ii) EVIDENCE:
    - 1) All evidence relevant to a hearing must be submitted to the Council and opposing parties Two Business Days prior to the time briefs are due.
    - 2) If it is not logistically feasible to submit the actual evidence to the Council and the opposing parties prior to the hearing, a list with detailed descriptions of the evidence may be submitted instead.
      - a) Individual Justices may compel the parties in a hearing to submit the actual evidence prior to the brief's due date if the Justice believes it is logistically feasible to do so.
  - iii) INFORMATION REQUESTS:

A list of all information requested shall be submitted to the Council and opposing parties 2 business days prior to the time briefs are due.
- 9) BRIEFS:
  - i) A brief shall include a summary of the party's arguments and all relevant evidence.
  - ii) A written brief must be filed and e-mailed to the Council by both the petitioner(s) and the respondent(s) no later than Five Business Days before a general hearing (note JRP 4(a)).

- iii) Six copies of the brief must be filed with the Council, and a copy delivered to the opposing party or parties.
  - iv) An amicus curiae brief may be submitted by an interested party before the hearing only if the brief is also submitted to both parties Two Business Days before the hearing.
- 10) JUDICIAL REMEDIES:
- The following remedies may follow as the result of a hearing:
- i) Direct Judgment: The direct judgment states the rights of the parties or expresses the opinion of the Council on a matter of law.
- 11) INFORMAL RESOLUTION
- i) If a respondent does not wish to contest the charge, the respondent must notify the petitioner and a Justice of their decision. The Justice will then forward the notification to the rest of the Council for judicial consideration and approval.
  - ii) In the event the petitioner and respondent come to an agreement regarding a remedy for a legal controversy, the petitioner may present it to the Council for judicial consideration and approval. Such presentation may take the form of briefs or a hearing, or any other forum the Council deems fit.
- 12) OFFICIAL MEANS OF SUBMISSION:
- i) The official means of submission of filing with the Council are restricted to e-mail or physical delivery.
  - ii) E-mail deliveries should be made to the Chief Justice of the Council.
  - iii) Physical deliveries should be made to the Judicial Council drop-box at ASUN front desk mailboxes.

#### Rule 4: Hearing Procedures

1) DEFAULT JUDGMENT:

If either party to a hearing fails to meet any of the requirements set forth in Rule 3 of these Rules of Procedure, or fails to appear at the hearing, the Council may declare a Default Judgment against the delinquent party if a majority of the Council determines that the violation prevented the opposing party from receiving a fair hearing. In applying this rule, the Council shall first consider all other judicial remedies.

2) CONFLICT OF INTEREST:

- i) A charge of conflict of interest may be brought against a Justice participating in the hearing by a petitioner or respondent before the Oral Arguments. Any petitioner or respondent may enter arguments on the question of whether a Justice should be dismissed from the case for conflict of interest.
- ii) In order for a Justice to be dismissed from a case for conflict of interest, it must be demonstrated to the Council that the Justice has an interest (financial, personal, emotional, or otherwise) that would lead to personal concern over the outcome of the case.
- iii) The Justice in question shall have an opportunity to speak to the allegations.
- iv) A motion for dismissal on the grounds of conflict of interest shall be decided by a majority vote of all Justices present, excluding the Justice in question. The charged Justice shall not sit as a member of the Council during consideration of the motion and shall not participate in the Council's deliberations concerning the alleged conflict of interest. The Council shall not be subject to quorum requirements in considering such a motion.

3) SPOKESPERSON FOR EACH PARTY:

- i) The official spokesperson for each party must be designated and duly recognized by the Council before the opening of oral arguments.
- ii) Only those designated and recognized spokespersons may address the Council during oral arguments to make arguments, present evidence,



- examine witnesses, and raise objections.
- iii) Each party shall have one spokesperson unless the requesting party can demonstrate to the Council a compelling need for more than one spokesperson. The Chief Justice of the Council shall rule on the request.
- iv) Spokespersons for the various parties in a hearing will be members of the Association. The intent of this provision is to bar attorneys from representing parties in a case in Council.
- 4) ORDER OF ORAL ARGUMENTS AND PRESENTATION OF EVIDENCE:
- i) Hearing Procedures
- The petitioner shall be given 30 minutes to present oral arguments, witnesses, and evidence on the matter before the Council.
  - The respondent shall be given 30 minutes to present oral arguments, witnesses, and evidence on the matter before the Council.
  - The petitioner and the respondent each will be allotted ten minutes for Cross Examination and Closing Arguments.
  - The Attorney General shall be given 30 minutes to present the position of the Association in the matter.
  - The Justices may ask questions of the speakers at any time.
  - With the approval of the Chief Justice, presentations may be modified in any way that allows the petitioner and the respondent equal time to present their arguments.
- 5) RULES OF EVIDENCE:
- i) Evidence is anything offered to the Council to prove or disprove an alleged fact.
- ii) All evidence presented to the Council must be relevant to the proceedings. Relevant evidence is that which tends to prove or to disprove the factual issue in the complaint.
- iii) Evidence shall be submitted with the brief, or at any time prior to the brief's due date. Any evidence not submitted by deadline for brief submission may be suppressed by the Council if the opposing party has not had sufficient time to prepare cross examination or counter evidence. The opposing party must proof of insufficient preparation time.
- iv) Evidence that violates a petitioner's rights may not be submitted unless the respondent waives such rights.
- v) All parties have the right to examine all evidence once submitted to the Council.
- vi) All evidence presented is admitted if there are no valid objections.
- 6) RULES OF WITNESSES:
- i) A witness is any individual other than a spokesperson who provides testimony before the Council in a hearing.
- ii) Witnesses must, to the best of their ability, provide the Council with relevant and truthful testimony.
- iii) Witnesses who are testifying may not speak, or be spoken to, except to answer questions directed to them through direct examination, cross examination, or Council questioning.
- Witnesses must be physically separated from all other individuals at a hearing while the Witnesses are testifying. It is up to the discretion of the Council to separate witnesses for the duration of the hearing.
- iv) If a witness is unable to attend the hearing, the Witness may submit an affidavit for the Council's consideration. Prior to the affidavit's submission to the Council, all parties in a hearing must be notified and have their questions addressed in the affidavit.
- If all parties in a hearing have not had their questions addressed by



the witness' affidavit, the parties may request the affidavit be suppressed.

7) RULES FOR RAISING OBJECTIONS:

- i) Objections may be raised at any time by any recognized spokesperson of either party or by a Justice.
- ii) Objections may be raised to challenge any of the following:
  - The relevance of evidence presented.
  - A witness may be speculating.
  - An examiner is badgering a witness.
  - A question has already been asked of a witness, and that witness has already answered the question.
  - A party has not had sufficient time to examine submitted evidence, or evidence submitted at a hearing.
  - A spokesperson is being argumentative.
- iii) The party that did not raise the objection may respond to the objection.
- iv) The Chief Justice shall rule on all objections raised.

8) RULINGS OF THE CHIEF JUSTICE:

- i) The Chief Justice may deviate from these rules to facilitate or ease the progress of a hearing when necessary to protect the interests of justice and so long as no individual's or party's rights are substantively harmed by the deviation.
- ii) The Chief Justice may issue compelling orders to maintain hearing stability.
- iii) All rulings made by the Chief Justice during a hearing shall be subject to review by the rest of the Council if an objection is raised. The Chief Justice shall explain the ruling. A majority vote of the Justices present is necessary to overturn The Chief Justice's ruling.

9) Behavior of Participants:

- i) All participants in a Judicial Council hearing shall truthfully, accurately, and concisely answer any question addressed to them.
- ii) The participants must also conduct in a courteous manner. Violation may result in the removal of the party from the hearing.
- iii) The Council may declare, either during or after a Council hearing, a participant may be dismissed by the Council for any of the following actions before the Judicial Council:
  - Interrupting Justices or participants in the hearing intentionally.
  - Disrespectful behavior or disregard for the formality due the Council.
  - Defying an order of the Council, either issued by the Council en banc or by an individual Justice.
  - Disparaging a Justice.
  - Malicious requests for information.
  - Knowingly providing false or misleading testimony or evidence to the Council.

Rule 5: Post-Hearing Procedure

1) JUDGMENT:

- i) After a hearing, the Council shall discuss and consider the case in closed deliberation in order to arrive at a decision. The Council must reach a decision and produce their ruling which must be distributed to the parties involved within two weeks after the hearing.
- ii) In order to find the respondent in violation of the ASUN Constitution or Laws, the Council shall decide that the following conditions have been met:
  - The factual allegation(s) are supported by clear and convincing

- evidence.
    - The conduct in question violates a stated provision in the ASUN Constitution or Laws.
    - The remedy arrived at is proportionate to the severity of the offense and in full compliance with the ASUN Constitution and Laws.
  - iii) A decision is formulated at any time the Council comes to a formal opinion on a matter before the Council. If a decision cannot be reached for lack of a majority opinion, the Council may request advice from the legal advisor.
    - When a fragmented Council decides a case and no single rationale explaining the result enjoys the assent of a majority of the Justices, the holding of the Council may be viewed as that position taken by those Justices who concurred in the judgments on the narrowest grounds. In the final decision, the Council shall state the narrowest rationale for the decision.
  - iv) If the reason for which any hearing was held is not satisfied by that hearing, or if for any other reason the Council decides that the hearing should not have taken place or cannot render a reasonable decision or remedy due to lack of evidence in the matter, the case may be dismissed with explanation. No consequence follows as a result.
  - v) The judgment of the Council shall be held in strict confidence until a formal written judgment can be approved and issued by the Council.
  - vi) A copy of the Council's decision will be given to petitioner(s), respondent(s), senate secretary, Council Advisor, ASUN Director, and Associate Director of Student Activities within two weeks after the ruling has been approved by the Council.
  - vii) Every Justice participating in the decision (either majority or dissenting) must read the decision and give their approval to the language for it to be released.
  - viii) Once the Council has released its decision the Chief Justice must report to Senate of the ASUN to explain the ruling and be open for questions.
- 2) REHEARING:
- i) To request a rehearing, a petition for rehearing must be filed in writing with the Council.
  - ii) The Council will grant a rehearing for any of the following reasons:
    - Introduction of newly discovered evidence of a significant nature which could not have been introduced before.
    - Demonstration that previously introduced evidence is false.
- 3) Appeal:
- i) When appealing, the burden of proof rests on the petitioner. Appeals may be granted for any of the following:
    - Demonstration that a reversible error with regard to a conclusion of law may exist.
    - Demonstration that judgment was significantly influenced by a violation of due process, as set forth in these rules of procedure.

Rule 6: Administrative Provisions

- 1) ORDERS:
- i) Orders issued by the Council as a whole may only be rescinded by the Council as a whole.
  - ii) Orders issued under the authority of the Council by individual Justices are subject to review by the Council. Such orders may be rescinded by the Justice who issued the order or by the Council as a whole.
  - iii) The Chief Justice may stay an order issued by another Justice. Individual orders

issued by the Chief Justice may be stayed upon an agreement of the next two Associate Justices forming a majority of the Council.

2) PERMANENT RECORD OF THE COUNCIL:

- i) A written, audio, or video recording will be made at all official hearings for the future use of all Justices.
- ii) A Permanent Record of hearing material for all hearings shall be kept including the charge sheet, briefs, decisions, and all other relevant material.
  - When the Permanent Record for an academic year is complete, one copy will be held in the Association's archives (or succeeding organization), and one copy will be retained by the Clerk of the Council such that the records will be immediately available to the Council.
- iii) The permanent record shall be available to all members and employees of the Association.

3) DECISIONS:

- i) Justices must have been participating during oral arguments and deliberations in order to participate in a judgment.
- ii) No decisions may be handed down without a written statement of the Council's conclusions.
- iii) Those participating Justices in disagreement are entitled to write a minority or dissenting opinion(s), which shall be included along with the majority decision for distribution.

4) COUNCIL ADVISOR:

- i) The Council Advisor shall be available for consultation to Council Justices. The Council Advisor shall also be available at the discretion for consultation with other members of the Association.

5) RESIGNATION:

- i) A Justice is considered resigned from the Council when the Justice provides written notice of the same to the President of the Associated Students.

# TITLE IV: COMPENSATION

## CHAPTER 401: ELECTED OFFICERS

### SECTION 01: ESTABLISHMENT

There is hereby established a pay scale for elected ASUN Officers.

### SECTION 02: LEVELS OF COMPENSATION

- a) The three levels of pay shall be as follows:
  - 1) Level I: \$8,800 distributed evenly over a 12-month period in a single term.
  - 2) Level II: \$7,000 distributed evenly over a 12-month period in a single term.
  - 3) Level III: \$3,917.20 distributed evenly over a 12-month period in a single term.

### SECTION 03: OFFICIALS COVERED BY PAY SCALE

The following elected officials are included in the pay scale:

- a) Level I:
  - 1) President
- b) Level II:
  - 1) Vice President
- c) Level III:
  - 1) Senators

### SECTION 04: WORK HOURS AND PROCEDURES

- a) All Officers must follow University, NSHE state, and Federal regulations regarding student employment.
- b) The payment of officers shall be input by ASUN Central Station utilizing the Workday system. This will be done by dividing their total compensation across the pay periods throughout the officer's term.

### SECTION 05: COMPENSATION LIMITS

The total payout for each elected office shall not exceed the following:

- a) Level I:
  - 1) President: \$8,800 per term
- b) Level II:
  - 1) Vice President: \$7,000 per term
- c) Level III
  - 1) Senator: The aggregate amount of equivalent to the cost of six undergraduate credit-hours per semester at the university. This is to include and be limited to the Undergraduate Registration Fee, ASUN fee, Technology Fee, Health Center Fee, Counseling Services Fee, Performing Arts Fee, Student Union Fee, Fitness Center Fee, and Academic Success Fee.
- d) Those entering into office after the beginning of the term shall not be entitled to the full compensation for the term as listed above.

**SECTION 06: AUTHORIZATION OF APPROPRIATIONS**

There is hereby authorized to be appropriated such sums as are necessary to carry out the provisions of this chapter.

## CHAPTER 402: APPOINTED OFFICERS

### SECTION 01: ESTABLISHMENT

There is hereby established a pay scale for appointed ASUN Officers.

### SECTION 02: LEVELS OF COMPENSATION

- a) The three levels of pay shall be as follows:
  - 1) Level I: \$7,000 distributed evenly over a 12-month period in a single term.
  - 2) Level II: \$5,000 distributed evenly over a 12-month period in a single term.
  - 3) Level III: \$3,000 distributed evenly over a 12-month period in a single term.
  - 4) Level IV: \$1,500 distributed evenly over a 12-month period in a single term.

### SECTION 03: OFFICIALS COVERED BY PAY SCALE

The following elected officials are included in the pay scale:

- a) Level I:
  - 1) Director of Clubs and Organizations
  - 2) Director of Programming
  - 3) Speaker of the Senate
    - i) The Speaker shall receive the compensation in lieu of that of a Senator or Chair
- b) Level II:
  - 1) Assistant Directors of Programming
  - 2) Attorney General
  - 3) Director of Government Affairs
  - 4) Director of Campus and Public Relations
  - 5) Director of IDEA
  - 6) Director of Executive Affairs
  - 7) Director of Executive Outreach
  - 8) Assistant Directors of Clubs and Organizations
  - 9) Director of Sustainability
  - 10) Director of Campus Wellness
- c) Level III:
  - 1) Assistant Director of Government Affairs
  - 2) Policy Director
  - 3) Student Outreach Coordinator
  - 4) Advocacy Director
  - 5) Programmers
  - 6) Projects Director
  - 7) Club Commissioner
  - 8) Assistant Director of Campus and Public Relations
  - 9) Assistant Director of IDEA
  - 10) IDEA Commissioners
  - 11) Assistant Director of Sustainability
  - 12) Chief Justice
  - 13) Assistant Director of Campus Wellness
- d) Level IV:
  - 1) Associate Justice
  - 2) Speaker Pro-Tempore
    - i) The Speaker Pro-Tempore shall receive both Elected Officer Level III and Appointed Officer Level IV compensation.
  - 3) Parliamentarian

- i) The Parliamentarian shall receive both Elected Officer Level III and Appointed Officer Level IV compensation.
- 4) Senate Committee Chairs
  - i) Senators who are also Senate Committee Chairs shall receive both Elected Officer Level III and Appointed Officer Level IV compensation.
  - ii) A Senator who serves as the chair of a special committee shall receive both Elected Officer Level III and Appointed Officer Level IV compensation.

**SECTION 04: WORK HOURS AND PROCEDURES**

- a) All Officers must follow University, NSHE state, and Federal regulations regarding student employment.
- b) The payment of officers shall be input by Professional Staff utilizing the Workday system. This will be done by dividing their total compensation across the pay periods throughout the officer's term.

**SECTION 05: COMPENSATION LIMITS**

- a) The total pay-out for Level I compensated appointed officers shall not exceed \$7000 per term.
- b) The total pay-out for Level II compensated officers shall not exceed \$5000 per term.
- c) The total pay-out for Level III compensated officers shall not exceed \$3000 per term.
- d) The total pay-out for Level IV compensated officers shall not exceed \$1500 per term, with the exception of the Speaker Pro-Tempore, Parliamentarian, and the Senate Committee Chairs, whose total pay-out shall not exceed \$500 per term.
  - i) In the event that the Speaker Pro Tempore or Parliamentarian is also a committee chair, the individual shall receive both stipends.
- e) Those entering into office after the beginning of the term shall not be entitled to the full compensation for the term as listed above

**SECTION 06: EMPLOYMENT REQUIREMENTS**

Once an officer has been confirmed by Senate the officer can only begin to work once the following obligations are met:

- a) The Officers have been dutifully sworn in;
- b) The Officers have provided two viable forms of I.D. to the accounting office as outlined by the federal I- 9 form;
- c) The Officers have provided a correct and signed I-9 to the accounting office.

Until the above necessary qualifications have been met, student officers will not receive their compensation. Upon completion of the requirements in Section 06, the officer will receive their stipend prorated from their Senate confirmation.

**SECTION 07: AUTHORIZATIONS OF APPROPRIATIONS**

There is hereby authorized to be appropriated such sums as are necessary to carry out the provisions of this Title.

# TITLE V: ASUN INTERNSHIP PROGRAM

## CHAPTER 501: LEGISLATIVE INTERNSHIP PROGRAM

### SECTION 01: ESTABLISHMENT

There is hereby established a Legislative Internship Program.

### SECTION 02: MISSION

ASUN views leadership as a valuable and necessary asset for each student to obtain. The Legislative Internship Program works to uphold that belief by creating interns who strive to improve ASUN and its institution as a whole by offering new, innovative ideas and by being dedicated to the issues and concerns of all.

### SECTION 03: LEGISLATIVE INTERNS

#### a) IN GENERAL:

A Legislative Intern serves as a volunteer active learning individual, who is being educated and prepared to hold office in ASUN. All members of the Legislative Internship program, throughout their service, shall meet the general qualifications to hold office depicted by the ASUN Constitution with the exception of incoming freshman who do not currently have a University GPA in their first semester.

#### DUTIES:

The duties of the Legislative Interns shall include, but are not limited to, the following:

- 1) Assist Senate committee members and/or Senators in research, legislation drafting, and all other matters of Senate operations as necessary
- 2) Attend Senate committee meetings and attend the meetings of the Senate body.
- 3) Attend public comment for at least one ASUN Senate Standing or Special committee.
- 4) Attend Legislative Intern meetings.

### SECTION 04: OVERSIGHT

#### a) The Speaker pro-Tempore shall oversee and manage the Legislative Intern Program including but not limited to:

- 1) Assist the Director of Executive Affairs to coordinate the application, interview, marketing, and resignation process
- 2) Create the curriculum of the Legislative Internship program
- 3) Create accountability for Senator and interns

### SECTION 05: APPLICATION PROCESS

- a) Applications for the Legislative Internship program must be planned, organized, and ready to receive applications by June 1<sup>st</sup> of each year.
- b) Applications will close and open at the discretion of the Director of Executive Affairs.
- c) At the close of applications, the Speaker pro-Tempore will review candidates for eligibility with the assistance of the administrative faculty of the Center for Student Engagement.

### SECTION 06: APPOINTMENT OF LEGISLATIVE INTERNS

- a) Candidates for the Legislative Internship program will be interviewed and approved by the by the Speaker Pro Tempore of the Senate.
- b) Once approved by the Speaker Pro Tempore of the Senate, candidates are now deemed Legislative Interns and must carry out the duties of the position.
- c) The number of Legislative Interns accepted into the program will be no more than twenty-six (26)



interns.

**SECTION 07: REMOVAL**

- a) In the event a Legislative Intern fails to execute the duties of the position, the Legislative Intern may be removed from the position by recommendation to the Speaker Pro-Tempore.
- b) Legislative interns may resign as a Legislative Intern by submitting a resignation letter to the Speaker pro-Tempore effective immediately.

**SECTION 08: CURRICULUM**

- a) The Speaker pro-Tempore, will plan, organize, and execute the curriculum of the Legislative Internship program to include, but not limited to:
  - 1) Producing the education components each week to include sentiments such as: Robert’s Rules of Order, the ASUN governing documents, the current Rules of the Senate, the Nevada Open Meeting Law, functions of the Standing Committee, Nevada State and federal laws and policies, writing procedures for legislation, time management, leadership development and research skills
  - 2) Presentations or guest speakers that increase the learning mission of the program.
  - 3) Hold events where Legislative Interns are able to meet current Senators.
  - 4) Coordinate a “buddy system” where Senators are matched to mentor and educate Legislative Intern(s).
  - 5) All Legislative Interns will be assigned to sit in public comment for at least one Senate Standing or Special committee.

**SECTION 09: MARKETING**

- a) The Speaker Pro-Tempore is able to market the Legislative internship individually or with other departments.
- b) Marketing materials should be posted for the internship by June 8<sup>th</sup>, a week after the opening of the ASUN internship program.

## CHAPTER 502: EXECUTIVE INTERNSHIP PROGRAM

### **SECTION 01: ESTABLISHMENT**

There is hereby established an Executive Intern Program.

### **SECTION 02: MISSION**

ASUN views leadership as a valuable and necessary asset for each student to obtain. The Executive Internship Program works to uphold the mission and vision of ASUN by helping the Executive Board carry out their duties.

### **SECTION 03: EXECUTIVE INTERNS**

An executive Intern serves as a volunteer active learning individual who is being educated and prepared to hold office in ASUN. All members of the Executive Internship Program throughout their service shall meet the general qualifications to hold office depicted by the ASUN Constitution with the exception of incoming freshman who do not currently have a University GPA in their first semester.

### **SECTION 04: MAKE UP**

The Executive Branch may appoint interns. Each of the following positions shall have at least one and no more than two interns: President, Vice President, Director of Executive Affairs, Director of Sustainability, the Department of Sustainability's Assistant Director of Events and Community Projects, Director of Campus and Public Relations, Director of Campus Wellness, Assistant Director of Campus Wellness, and the Attorney General. The Directors of Event Programming and Clubs and Organizations have the discretion and ability to have up to two interns but are not required to hire one. The number of Executive Branch Interns accepted into the program will be no more than twenty-two (22) interns.

### **SECTION 05: DUTIES**

Executive Interns shall assist Executive members in researching projects, budgetary issues, and all other matters of operations as necessary.

### **SECTION 06: ACCOUNTABILITY**

In the event an executive intern fails to execute the duties of an intern the overseeing executive member may remove the title of the intern. Each intern shall be overseen by their respective executive officer.

### **SECTION 07: DIRECTOR DISCRETION**

The Directors of the Departments of Event Programming and Clubs and Organizations are responsible to decide if the interns assigned to them will attend only Executive Intern meetings or if they are also required to attend additional meetings within the respective Departments.

### **SECTION 08: APPLICATION PROCESS**

- a) Applications for the Executive Internship program must be planned, organized and ready to receive applications by June 1<sup>st</sup> of each year.
- b) Applications will close and open at the discretion of the Director of Executive Affairs.
- c) At the close of applications, the Director of Executive Affairs will review candidates for eligibility with the assistance of the administrative faculty of the Center for Student Engagement Staff and internship coordinators.

### **SECTION 09: MARKETING**

- a) The Director of Executive Affairs is able to market the Executive Internship individually or with other departments.

- b) Marketing materials should be posted for the internship by June 8<sup>th</sup>, a week after the opening of the ASUN internship program.

## CHAPTER 503: PROGRAMMING INTERNSHIP PROGRAM

### SECTION 01: ESTABLISHMENT

There is hereby established an Event Programming Internship Program.

### SECTION 02: MISSION

ASUN views leadership as a valuable and necessary asset for each student to obtain. The Event Programming Internship Program works to uphold the mission and vision of ASUN by including more students in the Event Programming Department who strive to improve the University as a whole. Interns will be given the chance to inspire, unite, and provide educational opportunities to the University of Nevada students through assisting in the execution of all events hosted by the Department of Event Programming.

### SECTION 03: PROGRAMMING INTERNS

#### a) IN GENERAL:

- 1) An Event Programming Intern serves as a volunteer who is actively learning the process and activities of the Event Programming Board. All members of the Event Programming Internship Program, at the time of their approval and throughout their service, shall meet the general qualifications to hold office depicted by the ASUN Constitution with the exception of incoming freshman who do not currently have a University GPA in their first semester.

#### b) DUTIES:

- 1) At the discretion of the Assistant Director of Marketing and Interns, Interns will volunteer at all Event Programming events including planning the event, setting up the event, running the event, cleaning up the event, and all other matters of Event Program operations as necessary.
- 2) Attend Event Programming meetings, trainings, and events.
- 3) Abide by all rules and guidelines set by the Assistant Director of Marketing and Interns.

### SECTION 04: APPLICATION PROCESS

- a) Applications will close (1) week prior to the Friday before the start of the fall semester but may be reopened at the discretion of the Assistant Director of Marketing and Interns.
- b) At the close of applications, the Assistant Director of Marketing and Interns will review candidates for eligibility with the assistance of the Director of Programming, Assistant Director of Budget and Assessment, and the administrative faculty of the Center for Student Engagement.
- c) Applications for the Programming Internship must be planned, organized, and ready to receive applications by June 1<sup>st</sup> of each year.
- d) The Assistant Director of Marketing and Interns will assist the Director of Executive Affairs to coordinate the application, interview, marketing, and resignation process.

### SECTION 05: APPOINTMENT OF PROGRAMMING INTERNS

- a) The Assistant Director of Marketing and Interns reserves the authority to interview and appoint the Event Programming Interns by the Friday before the start of the fall semester.
- b) The number of Event Programming Interns accepted into the program will be no more than (10) interns.

**SECTION 06: REMOVAL**

- a) “In the event an Event Programming Intern fails to execute the duties of the position, breaks any Student or University conduct policies, or fails to uphold the code of conduct, the Event Programming Intern may be removed from the position by recommendation to the Assistant Director of Marketing and Interns.
- b) Event Programming Interns may resign from their position by submitting a resignation letter to the Assistant Director of Marketing and Interns, effective immediately.

**SECTION 07: CURRICULUM**

- a) The Assistant Director of Marketing and Interns shall plan, organize, and execute the curriculum of the Event Programming Internship Program to include, but not limited to:
  - 1) Producing the education components twice a month to include, but not be limited to: ASUN and University event programming policies, Event Resources on our Campus, the services provided by the Center for Student Engagement, and the steps to plan and execute a programming event.
  - 2) Scheduling presentations or guest speakers that increase the learning mission of the program.
  - 3) Coordinating a “buddy system” where Programmers are matched to mentor and educate Event Programming Intern(s).

**SECTION 08: MARKETING**

- a) The Assistant Director of Marketing and Interns is able to market the Programming Internship individually or with other departments.
- b) Marketing materials should be posted for the internship by June 8<sup>th</sup>, a week after the opening of the ASUN internship program.

## CHAPTER 504: DEPARTMENT OF CLUBS AND ORGANIZATIONS

### SECTION 01: ESTABLISHMENT

There is hereby established a Department of Clubs and Organizations Internship Program.

### SECTION 02: MISSION

ASUN views leadership as a valuable and necessary asset for each student to obtain. The Department of Clubs and Organizations Internship Program works to uphold the mission and vision of ASUN by teaching students how to serve as a campus resource and clearinghouse for information the Department of Clubs and Organizations. Interns better the university as a whole by executing the laws and functions related to the department.

### SECTION 03: DEPARTMENT OF CLUBS AND ORGANIZATIONS INTERNS

#### a) IN GENERAL:

A Department of Clubs and Organizations Intern serves as a volunteer and active learning individual, who is being educated and prepared to hold office in ASUN. All members of the Department of Clubs and Organizations Internship Program, at the time of their approval and throughout their service, shall meet the general qualifications to hold office depicted by the ASUN Constitution with the exception of incoming freshman who do not currently have a University GPA in their first semester.

#### b) DUTIES:

The duties of the Department of Clubs and Organizations Interns shall include, but are not limited to, the following:

- 1) At the discretion of the Director, interns will assist in preparing for funding hearings, execute administrative tasks, and assist those who need it.
- 2) Attend Department of Clubs and Organizations meetings, funding hearings, trainings and events.
- 3) Assist Commissioners in review of petitions for club recognition.

### SECTION 04: APPLICATION PROCESS

- a) Applications for the Department of Clubs and Organizations Internship Program must be planned, organized, and ready to receive applications by June 1<sup>st</sup> of each year.
- b) Applications will open and close at the discretion of the Director of Executive Affairs.
- c) At the close of applications, the Director will review candidates for eligibility with the assistance of the administrative faculty of the Center for Student Engagement.
- d) The assistant Director of Clubs and Organizations will assist the Director of Executive Affairs to coordinate the application, interview, marketing, and resignation process.

### SECTION 05: APPOINTMENT OF DEPARTMENT OF CLUBS AND ORGANIZATIONS INTERNS

- a) The names of the eligible candidates for Department of Clubs and Organizations Interns will be forwarded to the Director of Department of Clubs and Organizations for placement on the next Department of Clubs and Organizations meeting agenda.
- b) Candidates for the Department of Clubs and Organizations Internship Program will be interviewed and approved by a majority vote of the Department of Clubs and Organizations Commissioners and Funding Manager.
- c) Once approved by the ASUN Department of Clubs and Organizations Commissioners and Funding and Support Manager, candidates are now deemed Department of Clubs and Organizations Interns and must carry out the duties of the position.
- d) The number of Department of Clubs and Organizations Interns accepted into the program will be

no more than nine (9) interns. No member of the department shall have more than one intern.

**SECTION 06: REMOVAL**

- a) In the event a Department of Clubs and Organizations Intern fails to execute the duties of the position, the Department of Clubs and Organizations Intern may be removed from the position by recommendation to the Director and a vote by the Department of Clubs and Organizations Commissioners and The Assistant Director of Clubs and Organizations.
- b) Department of Clubs and Organizations Interns may resign as a Department of Clubs and Organizations Intern by submitting a resignation letter to the Director of Department of Clubs and Organizations effective immediately.

**SECTION 07: CURRICULUM**

- a) The Director in charge of the internship program will plan, organize, and execute the curriculum of the Department of Clubs and Organizations Internship Program to include:
  - 1) Producing the education components twice a semester to include sentiments such as: Starting a Club, Club Renewal, Club Resources and Resource Requests, Club Funding Applications and Hearings, Club Funding, SEAB, Club Travel Claims, etcetera.
  - 2) Presentations or guest speakers that increase the learning mission of the program.
  - 3) Coordinating “buddy system” where the Director, Clubs Commissioners, and Assistant Director of Clubs and Organizations are matched to mentor and educate the Department of Clubs and Organizations Intern(s).

**SECTION 08: MARKETING**

- a) The Assistant Director of Clubs and Organizations is able to market the Clubs and Organizations Internship individually or with other departments.
- b) Marketing materials should be posted for the internship by June 8<sup>th</sup>, a week after the opening of the ASUN internship program.

# CHAPTER 505: GOVERNMENT AFFAIRS INTERNSHIP PROGRAM

## **SECTION 01: ESTABLISHMENT**

There is hereby established a Government Affairs Internship Program.

## **SECTION 02: MISSION**

ASUN views leadership as a valuable and necessary asset for each student to obtain. The Government Affairs Internship Program under the Department of Government Affairs works to uphold the mission and vision of ASUN by educating, empowering, and encouraging students who participate to become involved in the university, state, and national issues. Interns better the university as a whole by engaging students through educational rallies, forums, and meeting with state and university officials.

## **SECTION 03: GOVERNMENT AFFAIRS INTERNSHIP**

### a) IN GENERAL:

A Government Affairs Intern serves as a volunteer and active learning individual, who is being educated and prepared to hold office in ASUN. All members of the Government Affairs Internship Program, at the time of their approval and throughout their service, shall meet the general qualifications to hold office depicted by the ASUN Constitution with the exception of incoming freshman who do not currently have a University GPA in their first semester.

### b) DUTIES:

The duties of the Government Affairs Interns shall include, but are not limited to, the following:

- 1) At the discretion of the Assistant Director of Government Affairs, interns will assist with preparing for and executing events.
- 2) Attend Government Affairs meetings, trainings, and events.
- 3) Assist in research of policy and projects.

## **SECTION 04: APPLICATION PROCESS**

- a) Applications for the Government Affairs Internship Program must be planned, organized, and ready to be received applications by June 1<sup>st</sup> of each year.
- b) Applications will open and close at the discretion of the Director of Executive Affairs.
- c) At the close of applications, the Assistant Director of Government Affairs will review candidates for eligibility with the assistance of the administrative faculty of the Center for Student Engagement.
- d) The Assistant Director of Government Affairs will assist the Director of Executive Affairs to coordinate the application, interview, marketing, and resignation process.

## **SECTION 05: APPOINTMENT OF GOVERNMENT AFFAIRS INTERNS**

- a) The names of the eligible candidates for the Government Affairs Internship Program will be forwarded to the Director of Government Affairs for placement on the next meeting agenda.
- b) Candidates for the Government Relations Internship Program will be interviewed and approved by a majority vote of the Department of Government Affairs officers.
- c) Once approved by the Department of Government Affairs officers, candidates are now deemed Government Affairs Interns and must carry out the duties of the position.
- d) The number of Government Affairs Interns accepted into the program will be no more than six (6) interns (at the discretion of the Assistant Director of Government Affairs).

## **SECTION 06: REMOVAL**



- a) In the event a Government Affairs Intern fails to execute the duties of the position, the Government Affairs Intern may be removed from the position by recommendation of the Director and a vote by the Department of Government Affairs Officers.
- b) Government Affairs Interns may resign as a Government Affairs Intern by submitting a resignation letter to the Director of Government Affairs effective immediately.

**SECTION 07: CURRICULUM**

The Assistant Director will plan, organize, and execute the curriculum of the Government Affairs Internship Program to include:

- a) Producing the education components twice a semester to include sentiments such as: Policy Analysis, Student-led lobbying efforts, the Nevada Legislature and State Government Structure, Voter Registration, History of Nevada Politics, Policies that have impacted higher education, the Board of Regents, ASUN governing documents, data analysis, time management, and leadership skills.
- b) Presentations or guest speakers that increase the learning mission of the program.
- c) Coordinating a system where interns will report to the officer in the Department of Government Affairs that the Assistant Director deems appropriate.

**SECTION 08: MARKETING**

- a) The Assistant Director of Government Affairs is able to market the Government Affairs Internship individually or with other departments.
- b) Marketing materials should be posted for the internship by June 8<sup>th</sup>, a week after the opening of the ASUN internship program.

## CHAPTER 506: JUDICIAL INTERNSHIP PROGRAM

### SECTION 01: ESTABLISHMENT

There is hereby established a Judicial Internship Program.

### SECTION 02: MISSION

ASUN views leadership as a valuable and necessary asset for each student to obtain. The Judicial Internship Program under the Judicial Branch works to uphold the mission and vision of ASUN by being familiar with the process of interpreting legal documents to better the university as a whole through active participation in the Association.

### SECTION 03: JUDICIAL INTERNS

#### a) IN GENERAL:

A Judicial Intern serves as a volunteer and active learning individual, who is being educated and prepared to hold office in ASUN. All members of the Judicial Internship Program, at the time of their approval and throughout their service, shall meet the general qualifications to hold office depicted by the ASUN Constitution with the exception of incoming freshman who do not currently have a University GPA in their first semester.

#### b) DUTIES:

The duties of the Judicial Interns shall include, but are not limited to, the following:

- 1) At the discretion of the Chief Justice interns will hear charges brought against the executive and legislative branches of the association.
- 2) Attend meetings of Justices no less than twice a semester.
- 3) Review past cases to establish a foundation of knowledge of the Judicial Branch.

### SECTION 04: APPLICATION PROCESS

- a) Applications for the Judicial Internship Program must be planned, organized, and ready to be received applications by June 1<sup>st</sup> of each year.
- b) Applications will open and close at the discretion of the Director of Executive Affairs.
- c) At the close of applications, the Chief Justice will review candidates for eligibility with the assistance of the administrative faculty of the Center for Student Engagement.
- d) The Chief Justice will assist the Director of Executive Affairs to coordinate the application, interview, marketing, and resignation process.

### SECTION 05: APPOINTMENT OF JUDICIAL INTERNS

- a) The names of the eligible candidates for the Judicial Internship Program will be forwarded to the Chief Justice for placement on the next meeting agenda.
- b) Candidates for the Judicial Internship Program will be interviewed and approved by a majority vote of the Chief and Associate Justices.
- c) Once approved by the Chief and Associate Justices, candidates are now deemed Judicial Interns and must carry out the duties of the position.
- d) The number of Judicial Interns accepted into the program will be no more than five (5) interns.

### SECTION 06: REMOVAL

- a) In the event a Judicial Intern fails to execute the duties of the position, the Judicial Intern may be removed from the position by recommendation to the Chief and Associate Justices.
- b) Judicial Interns may resign as a Judicial Intern by submitting a resignation letter to the Chief Justice effective immediately.

**SECTION 07: CURRICULUM**

The Chief Justice will plan, organize, and execute the curriculum of the Judicial Internship Program to include:

- a) Producing the education components twice a semester to include sentiments such as: reviewing past cases and discussing the pros and cons, finding an area of the legal documents that the Chief Justice is interested in and becoming an expert of that section, administering oaths, interpreting ASUN legal documents.
- b) Presentations or guest speakers that increase the learning mission of the program.

**SECTION 08: MARKETING**

- a) The Chief Justice is able to market the Judicial Internship individually or with other departments.
- b) Marketing materials should be posted for the internship by June 8<sup>th</sup>, a week after the opening of the ASUN internship program.

# CHAPTER 507: DEPARTMENT OF IDEA INTERNSHIP PROGRAM

## SECTION 01: ESTABLISHMENT

There is hereby established a Department of IDEA Internship Program.

## SECTION 02: MISSION

ASUN views leadership as a valuable and necessary asset for each student to obtain. The Department of IDEA Internship Program works to uphold the mission and vision of ASUN by teaching students how to serve as a campus resource and act as a helping hand with the Department of IDEA. Interns better the university by executing the laws and functions related to the department.

## SECTION 03: DEPARTMENT OF IDEA INTERNS

### a) IN GENERAL:

- 1) A Department of IDEA Intern serves as a volunteer and active learning individual, who is being educated and prepared to hold office in ASUN. All members of the Department of IDEA Internship Program, at the time of their approval and throughout their service, shall meet the general qualifications to hold office depicted by the ASUN Constitution with the exception of incoming freshman who do not currently have a University GPA in their first semester.

### b) DUTIES:

- 1) The duties of the Department of IDEA Interns shall include, but are not limited to, the following:
  - i) At the discretion of the Assistant Director in charge, interns will volunteer at Department events, setting up the event, running the event, cleaning up after the event and all other matters of Department operations as necessary.
  - ii) Assist in research, brainstorming, and development of policy and projects.
  - iii) Attend one-on-one meetings and Senate meeting(s) at the discretion of the Assistant Director in charge, Department meetings, trainings and events.

## SECTION 04: APPLICATION PROCESS

- a) Applications for the Department of IDEA Internship Program must be planned, organized, and ready to receive applications by June 1<sup>st</sup> of each year.
- b) Applications will open and close at the discretion of the Director of Executive Affairs.
- c) At the close of applications, the Director will review candidates for eligibility with the assistance of the administrative faculty of the Center for Student Engagement.
- d) The Assistant Director of IDEA will assist the Director of Executive Affairs to coordinate the application, interview, marketing, and resignation process.

## SECTION 05: APPOINTMENT OF DEPARTMENT OF IDEA INTERNS

- a) The names of the eligible candidates for Department of IDEA Interns will be forwarded to the Director of Department of IDEA for placement on the next Department of IDEA meeting agenda.
- b) Candidates for the Department of IDEA Internship Program will be interviewed and approved by the Director of IDEA.
- c) Once approved by the Director of IDEA, candidates are now deemed Department of IDEA Interns and must carry out the duties of the position.
- d) The number of Department of IDEA Interns accepted into the program will be no more than five interns. No member of the department shall have more than one intern.

**SECTION 06: REMOVAL**

- a) In the event a Department of IDEA Intern fails to execute the duties of the position, the Department of IDEA Intern may be removed from the position by recommendation of any member of the Department of IDEA and at the discretion of the Director of IDEA.
- b) Department of IDEA Interns may resign as a Department of IDEA Intern by submitting a resignation letter to the Director of IDEA effective immediately.

**SECTION 07: CURRICULUM**

- a) The Assistant Director of IDEA shall plan, organize, and execute the curriculum of the Department of IDEA Internship Program to include:
  - 1) Producing the educational components to cover topics such as, but are not limited to: multicultural awareness, intersectionality, student activism, event planning, policy analysis, data analysis, time management, and leadership skills.
  - 2) Both presentations and guest speakers that which enhances learning the mission of the program.
  - 3) Coordinating a system where interns will report to each officer in the Department of IDEA that the Assistant Director deems appropriate.

**SECTION 08: MARKETING**

- a) The Assistant Director of IDEA is able to market the IDEA Internship individually or with other departments.
- b) Marketing materials should be posted for the internship by June 8<sup>th</sup>, a week after the opening of the ASUN internship program.

# TITLE VI: TREASURY OF THE ASSOCIATION

## CHAPTER 601: TREASURY OF THE ASSOCIATION

### **SECTION 01: TREASURY OF THE ASSOCIATED STUDENTS; REFERENCES; FUNDS WITHIN THE TREASURY**

a) **IN GENERAL:**

The Government of the Associated Students has a Treasury of the Associated Students, which consists of two primary divisions as follows:

- 1) General Fund.
- 2) Capital Fund.

b) **REFERENCES TO TREASURY:**

Any reference to the Treasury or the Treasury of the Associated Students in any law, regulation, report, or other document shall be deemed to be a reference to the funds placed in the General Fund unless the context indicates otherwise.

c) **CAPITAL FUND:**

There is established a Capital Fund which must be used to receive all excess revenues from the ASUN Bookstore and account for all expenditures made from this account in furtherance of the purposes as set out in law.

### **SECTION 02: DISBURSEMENT OF FUNDS FROM TREASURY**

Any expenditures exceeding \$100.00 shall not be released from any account under the control of the Associated Students without such disbursement being approved, in writing, by the President or the Presidents designee, or by the officer who has control over the account, unless otherwise provided for by law. Expenditures that total less than \$100.00 from any account may be signed and approved by the designated advisor.

### **SECTION 03: DELEGATION OF SIGNING AUTHORITY**

The President is authorized to delegate to any department head the signing authority for the accounts for the use of the particular department. The President shall submit a document of assigned signature authority along with the proposed budget for the Fiscal Year as outlined in Chapter 405 of this Title. Each account shall have two assigned designees to sign off on expenditures from each account. One of the designees from each account must be an advisor.

### **SECTION 04: CHANGES TO THE DELEGATION OF SIGNING AUTHORITY**

Changes of signature authority may be made at any time. When the President makes a change of this form, the President shall report this change at the Senate meeting immediately following.

### **SECTION 05: LIMITATIONS ON EXPENDING AND OBLIGATING AMOUNTS**

Appropriations shall be applied only to the objects for which the appropriations were made except as otherwise provided by law. An officer or employee of the Associated Students may not:

- a) make or authorize an expenditure exceeding an amount available in an appropriation or fund for the expenditure; or
- b) involve the Association in a contract or obligation for the payment of money before an appropriation is made unless authorized by law.

### **SECTION 06: SENATE ACCOUNTS**

The Speaker of the Senate shall have signing authority over accounts under the control of the Senate. The Speaker may delegate signing authority to the chair of any committee under the jurisdiction of the Senate for the purpose of expending such funds as may be necessary for the conduct of committee business.

**SECTION 07: SUIT TO REQUIRE RELEASE OF FUNDS**

Except for accounts under the control of the Senate, when any official who has the lawful duty to approve the disbursement of funds from accounts of the Association fails to carry out such duty, the injured party may file with the Judicial Council of the Associated Students for a writ of mandamus requiring the official to approve the release of funds.

## CHAPTER 602: GENERAL FUND

### **SECTION 01: ESTABLISHMENT**

There is established a General Fund which shall be used to receive all revenues and account for all expenditures not accounted for as provided by law in the Capital Fund.

### **SECTION 02: ACCOUNTING POLICY**

Governmental funds must be appropriated by focusing upon a determination of financial position and changes in financial position, rather than upon a determination of net income.

### **SECTION 03: SOURCES OF REVENUE**

The General Fund shall consist of revenues realized from the following sources:

- a) Student fees assessed in support of the Association.
- b) Investment and endowment income.
- c) Balances of unused revenues and appropriations from the prior fiscal year.
- d) Donations, transfers, and subsidies that are in accordance with NSHE policy.
- e) Other funds deemed appropriate by the President and the Budget and Finance Committee.

### **SECTION 04: EXPENDITURES AND LIMITS**

The General Fund shall account for all operational expenditures of the Association. No funds contained in the General Fund shall be used for capital spending unless the Senate explicitly provides for such capital spending by law.

### **SECTION 05: ACCOUNTS**

Accounts shall be created within the General Fund at the direction of the Senate to segregate revenues and expenditures among the various branches, departments, programs, and services of the Association.



## CHAPTER 603: CONTINGENCY RESERVE

### **SECTION 01: ESTABLISHMENT OF THE CONTINGENCY RESERVE ACCOUNT**

There is established within the General Fund a Contingency Reserve Account.

### **SECTION 02: PURPOSE**

The purpose of the Contingency Reserve Account is to provide flexibility in times of fiscal emergency by placing a certain portion of the General Fund in reserve.

### **SECTION 03: COMPOSITION**

The fund shall consist of 2.5 percent of the total anticipated student fee revenue for the fiscal year.

### **SECTION 04: RELEASE OF FUNDS**

Funds shall not be released from the Contingency Reserve Account unless the President certifies in writing to the Senate that a fiscal emergency necessitates the release of funds.

## CHAPTER 604: THE CAPITAL FUND

### SECTION 01: IN GENERAL

The Capital Fund consists of the revenues generated from the transfer of excess revenues from the ASUN Bookstore.

### SECTION 02: REFERENCES

Any reference to the Capital Account, Bookstore Account, Bookstore Reserve, or any derivative thereof, in any law, resolution, regulation, contract, agreement, report, or other document shall be deemed to be a reference to the funds placed in the Capital Fund unless the context indicates otherwise.

### SECTION 03: PURPOSE

The general purpose of the Capital Fund is limited to spending on:

- a) capital equipment and improvements;
- b) scholarships and other awards;
- c) grants or loans to student organizations or University entities;
- d) emergency funding to maintain the solvency of the Association;
- e) temporary transfers to maintain balance in the General Fund;
- f) emergency funding for the Nevada Wolf Shop; and
- g) other projects as expressly provided for by law.

### SECTION 04: TEMPORARY TRANSFERS FROM THE CAPITAL FUND

a) **LIMITATION ON TEMPORARY TRANSFERS:**

Money transferred from the Capital Fund may be used only to offset structural deficits within the General Fund as a result of overspending actual fee revenues deposited into the General Fund from the fall, spring, and summer semesters. Funds transferred on this basis may not be used to increase the spending authorized for a fiscal year.

b) **REPORT:**

The President of the Associated Students shall report to the Senate Committee on Budget and Finance when such a transfer is to be made, its purpose, and its expected duration before reversion with guidance from the Director of the Associated Students.

### SECTION 05: MAINTENANCE OF RESERVE

At no time shall the balance of the Capital Fund drop below \$500,000.00, effective once the account reaches that amount in deposited funds, except in the event of an emergency.

### SECTION 06: REQUESTS FOR CAPITAL SPENDING

a) **FILING:**

Requests for an appropriation from the Capital Fund shall be filed in writing with the Senate Committee on Budget and Finance through the President of the Associated Students.

b) **CONTENT:**

The request must include:

- 1) A statement of the amount requested together with a complete itemized budget of the project.
- 2) A justification for the request, including a statement detailing how the spending project will benefit the Association.
- 3) Automatic request for a 10% contingency when working with UNR facility on capital projects in case a change order is necessary. Any amount exceeding 10% must be sent back to the ASUN Senate

c) **DISPOSITION OF REQUESTS:**

Any request not granted during a session of the Senate shall fall at the conclusion of that session without prejudice to being renewed in the next session.

- d) HEARING:
- 1) Once a valid request has been received, the Senate Committee on Budget and Finance shall meet to consider a request within three weeks when the Senate is in session.
  - 2) The requestor or designee shall be present at the meeting during which the request is considered to explain in detail the reasons for the request.

#### **SECTION 07: CONDITIONS AND LIMITATIONS ON USE OF THE CAPITAL FUND**

Capital spending shall comply with the following conditions:

- a) A tangible, material, or constructive benefit to the Association and its members exists and is capable of being quantified or qualified.
- b) The benefit, especially with respect to spending on capital improvements, shall have a usable service life of at least three years unless the funding was temporary in nature.

#### **SECTION 08: LIMITATIONS**

The Capital Fund shall not be used to fund or support any of the following:

- a) Operational expenses of any club or organization.
- b) Equipment or uniforms to an intramural or recreational sports team.
- c) Reimbursements of expenses already incurred, or obligations already entered into.
- d) Stipends, wages, salaries, or other expenses in the nature of compensation to any individual or group, except that funds may be granted for this purpose to a university department or service on when, in the judgment of two-thirds of the Senate, the grant is necessary to maintain the health, safety, or welfare of the members of the Association.
- e) Prizes or other promotional items.
- f) Pilot funds for any operational expense of a government program or service.
- g) Projects which will not benefit primarily members of the Association.

#### **SECTION 09: REPORTS**

- a) Any organization outside of the Associated Students to which was granted an appropriation from the Capital Fund shall report to the Senate Committee on Budget and Finance within three months of the appropriation being made, following the conclusion of the project, and at other times as requested by the committee. The report shall include the status of the project, any deviations from the initial spending plan, and a detailed accounting of all funds spent on the project regardless of their source.
- b) The Budget and Finance Committee may request reports of ASUN's capital expenditures at any time.
- c) The Director of the Wolfshop shall give a report at the start of each semester to the Committee on Budget and Finance, about the financial and operating standing of the Wolfshop.

#### **SECTION 10: RECOGNITION**

For any capital spending project on a physical improvement budgeted for over \$10,000.00, a permanent fixture of an appropriate form and design shall be furnished and displayed in recognition of the contributions of the Association.

## CHAPTER 605: THE BUDGET

### SECTION 01: DEFINITIONS

In this Chapter, “agency” means any department, program, or service of the Association, except the Senate and the Judicial Council of the Associated Students.

### SECTION 02: FISCAL YEAR

The fiscal year of the Treasury begins on July 1 of each year and ends on June 30 of the following year. Accounts of receipts and expenditures required under law to be published each year shall be published for the fiscal year no later than December 31 following the fiscal year.

### SECTION 03: BUDGET CEILING

Budget outlays of the Associated Students for a fiscal year shall not exceed more than the receipts of the Association for that year.

### SECTION 04: BUDGET AND APPROPRIATIONS AUTHORITY OF THE PRESIDENT

- a) The President shall prepare the budget of the Associated Students in accordance to Section 05 of this title.
- b) When the President makes a basic change in the form of the budget in order to stay in accordance with law, the President shall submit information to the Committee on Budget and Finance showing where items in the budget have changed. However, the President may change the functional categories in the budget only in consultation with the Senate Committee on Budget and Finance.
- c) The President shall develop programs to improve the compilation, analysis, publication, and dissemination of statistical information by agencies in order to enhance fiscal efficiency.
- d) Under regulations prescribed by the President, each agency shall provide information required by the President in carrying out this chapter. The President has access to, and may inspect, records of an agency to obtain information.

### SECTION 05: BUDGET CONTENTS AND SUBMISSION TO SENATE

- a) On or before the last meeting of the Senate of the Associated Students each April, the President for the following session shall submit a budget of the Associated Students for the following fiscal year. The President shall include in each budget the following:
  - 1) A budget memo with supporting information.
  - 2) Information on the activities and functions of each department and service funded by the Associated Students.
  - 3) A summary of the changes between the last fiscal year’s budget and next fiscal year’s budget.
  - 4) Information about the debt of the Government, if any.
  - 5) An allowance for the Contingency Reserve as outlined in Chapter 403 of this Title.
  - 6) Information on estimates of appropriations that extend for more than one fiscal year, such as grants, contracts, and other payments that have the appropriate authorization.
  - 7) Other financial information the President decides is desirable to explain in practicable detail the financial condition of the Association.
  - 8) A document of signature authority delegation as outlined in Section 3 of Chapter 401 of this Title.
- b) Estimated expenditures and proposed appropriations for the legislative branch and the judicial branch to be included in each budget shall be submitted to the President before a week following the first meeting of the following session of the Senate of the Associated Students.
- c) The President shall recommend in the budget appropriate action to meet an estimated deficiency

when the estimated receipts for the fiscal year for which the budget is submitted (under laws in effect when the budget is submitted) and the estimated amounts in the Treasury at the end of the current fiscal year available for expenditure in the fiscal year for which the budget is submitted, are less than the estimated expenditures for that year. The President shall make recommendations required by the public interest when the estimated receipts and estimated amounts in the Treasury are more than the estimated expenditures.

- d) When the President submits a budget or supporting information about a budget, the President shall include a statement on all changes about the current fiscal year that were made before the budget or information was submitted.

#### **SECTION 06: IMPROVING ECONOMY AND EFFICIENCY**

To improve economy and efficiency in the Associated Students Government, the President shall:

- a) Make a study of each agency to decide, and may send the Senate recommendations, on changes that should be made in:
  - 1) the organization, activities, and business methods of agencies;
  - 2) agency appropriations;
  - 3) the assignment of particular activities to particular services; and
  - 4) regrouping of services.
- b) Evaluate and develop improved plans for the organization, coordination, and management of the executive branch of the Government.

#### **SECTION 07: THE SENATE AND THE BUDGET**

The Senate shall have the power through legislation to do the following as it pertains to the budget:

- a) Modify and approve the budget as proposed by the President for the fiscal year.
- b) Make changes and modify the budget throughout the fiscal year by the request of agencies to the Committee on Budget and Finance.
- c) Redistribute funds within accounts of the Association through legislation as it sees fit.
- d) Redistribute funds between accounts of the Association through legislation as it sees fit.
- e) Recognize funds given to the Association in the form of but not limited to subsidies, donations, income from events, etc. This must be done in accordance to NSHE policy.

Basic changes to the budget to make it in accordance to the laws as outlined in the SAS need not have legislation passed to make these changes.

#### **SECTION 08: FINANCIAL REVIEWS**

The Senate Committee on Budget and Finance shall conduct financial reviews on each ASUN account and provide a consolidated, physical report for each review conducted. Each consolidated report shall be made publicly available to the Senate and student population. Each account shall be reviewed, at minimum, once per semester. The committee shall receive information on the following for each Financial Review:

- a) An overview of exactly what the department does for ASUN and why it is important to the campus.
- b) How the money has been allocated in the budget thus far for that fiscal year.
- c) A list of expenses from the account for that Fiscal Year and reasons for that expense.
- d) Plans for further expenses from the account for the rest of the fiscal year.

#### **SECTION 09: ACCESS TO FISCAL INFORMATION**

At all times, the Chair of the Senate Committee on Budget and Finance shall have access to all records, documents, systems, or otherwise, of the finances of the Association, its departments, partners, successors, assigns, or otherwise.

# TITLE VII: ELECTIONS

## CHAPTER 701: ELECTIONS

### **SECTION 01: ESTABLISHMENT**

There are hereby established elections of the Associated Students of the University of Nevada.

### **SECTION 02: MISSION**

The mission of the facilitation of elections is to provide for a fair and efficient election for the Association. The facilitation of elections provides an avenue for motivated Nevada students to start their understanding of a career in public service. Students become engaged locally as well as nationally and are instilled with a deep sense of leadership and civic responsibility that contributes to the development of engaged citizens.

### **SECTION 03: FACILITATION**

The facilitation of elections of the Association shall be implemented collectively by Director of Elections and Democratic Education hired by the Center for Student Engagement as well as the Attorney General of the Association.

### **SECTION 04: COMPOSITION OF DUTIES**

The Attorney General shall be involved in the ASUN Election Process with their following duties outlined in Chapter 205: Attorney General.

The following shall be considered the duties of the Director of Elections and Democratic Education:

- a) To execute and oversee the facilitation of the elections that are in accordance with the Election Code and the Association's Constitution.
- b) To refer all Election Code violations to the Judicial Council for adjudication,
- c) To facilitate the logistics of elections, including but not limited to outreach, planning workshops, building connections for the betterment of the elections, and ensuring elections are fair, equal, inclusive, and democratic.
- d) To plan all dates, deadlines, finance dues, marketing, and initiatives pertaining to elections.
  - a. The Director must include the date of the mandatory candidates meeting as well as the date of the mandatory retreat as decided by the Director of Executive Affairs in the candidates' packet.
- e) To create programming and initiatives that aims to educate students about democratic engagement in local, state, and national politics.
- f) To prosecute violations of this title in the absence of the Attorney General, Chair for the Senate Committee on Government Operations, or a designated spokesperson thereof.

The position is to be hired by the Center for Student Engagement Professional Staff. Updates to duties in their position shall be reflected and amended in this section.

## CHAPTER 702: ELECTIONS CODE

### SECTION 01: ESTABLISHMENT

The Elections Code is hereby established.

### SECTION 02: PURPOSE

The purpose of the Elections Code is to provide for the conduct of all Association elections. Nothing in the Election Code shall presume authority over the unsolicited actions of individuals not considered members of ASUN (e.g., NSHE faculty, staff, administrators, graduate students, and members of the public) that may violate the Election Code, ASUN Constitution and any other ASUN governing or operational documents. However, candidates and/or agents of candidates shall be held responsible for their part in engaging individuals in activities that violate the Election Code, ASUN Constitution and any other ASUN governing or operational documents.

### SECTION 03: EQUAL PROTECTION

The Election Code is intended to ensure that each candidate is afforded an opportunity for election equal to that of any other candidate for that office, and proponents and opponents of initiatives, referenda, and other petitions are afforded an equal opportunity for their respective victory.

### SECTION 04: MECHANICS OF THE ELECTION

a) ELECTION DATES:

ASUN Elections shall be held in accordance with the ASUN Constitution and laws.

b) POLLING LOCATIONS:

All polling locations are classified as either a “physical polling location” or an “electronic polling location.”

1) Definitions:

i) PHYSICAL POLLING LOCATION:

Any location on-campus in which CSE facilitates voting in an election.

ii) ELECTRONIC POLLING LOCATION:

Any active device (laptop computer, mobile phone, workstation, etc.) through which ASUN Elections Ballots may be obtained.

2) POLLING LOCATION:

i) Any election of ASUN may have a physical polling location within the Student Union, which shall be open for voting at a minimum between the hours of 8 a.m. and 5 p.m., each day voting is taking place.

ii) Upon approval from the Office of Residence Life and Housing, any election of ASUN shall have a physical polling location within a Residence Hall building, which shall be open for voting for at least four (4) consecutive hours each day voting is taking place.

3) The Director of Elections and Democratic Education may determine, if necessary, another on-campus location in the interests of the student body provided that such additional locations are open:

i) On each day of polling;

ii) To all members of the campus community; and

iii) For no fewer than four hours each day.

4) The Director of Elections and Democratic Education shall place the physical polling locations so as to avoid congestion and provide easy access to the voter.

5) The locations of the polling locations shall be well-publicized before and during the election.

c) CLOSING OF PHYSICAL POLLING LOCATIONS:

No person in line to vote at the time the physical polling location closes shall be prevented from



voting at that place and time.

- 1) CONDUCT OF POLL(S): The Director of Elections and Democratic Education shall determine areas where campaigning is not allowed prior to the Candidates' Meeting.
  - 2) The area(s) shall not have campaign signs, posters, or other literature and candidates shall not be allowed to campaign in it.
  - 3) All further guidelines as defined in this section shall only be enforced on days during which any election of ASUN may occur.
  - 4) Conduct of the poll(s) is further limited as follows:
    - Physical Polling Locations:
      - There shall be no loitering at the physical polling locations.
      - The Director of Elections and Democratic Education shall provide sufficient, but not less than one, electronic devices at each physical polling location.
      - No candidate or agent of a candidate shall actively or passively campaign to any voter from within 25 feet of a physical polling location except if the campaign material falls under one of the following:
        - Social Media
        - Website
        - Email
    - Electronic Polling Locations:
      - No candidate or agent of a candidate shall actively campaign to any individual accessing an electronic polling location.
- d) STAFFING OF THE POLLS:
1. Each physical polling location shall be staffed with at least two poll workers selected by the Director of Elections and Democratic Education.
  2. Any person who claims, represents, affirms, or is staffed by a candidate cannot be selected as a poll worker.
  3. Candidates cannot be selected as poll workers.

#### **SECTION 05: VOTERS' GUIDE**

- a) PURPOSE:  
The Voters' Guide shall provide an opportunity to candidates, and proponents and opponents of petitions to express their opinions on the Elections, and for information to be disbursed to the electorate about ASUN, voting procedures, candidates, and petitions.
- b) SPECIFICATIONS:  
The Voters' Guide shall include
- 1) Candidate statements or platforms,
  - 2) The full text of all petitions and constitutional amendments,
  - 3) An explanation of voting procedures, and
  - 4) A description of the duties of the Senate and Executive Officers.
- c) DISTRIBUTION:  
The distribution of the Voters' Guide shall include, but is not limited to:
- 1) Physical polling locations
  - 2) Living areas (such as Residence Halls)
  - 3) The Nevada Sagebrush,
  - 4) The Disability Resource Center, and
  - 5) Other areas deemed by the Director of Elections and Democratic Education.

#### **SECTION 06: CANDIDATES**

- a) ELIGIBILITY:
- 1) Each candidate must meet the requirements of eligibility at the time of filing, for the office for which the Candidate is running as stated in the ASUN Constitution.



- 2) The Associate Director of the Center for Student Engagement, or designee, shall verify each candidate's eligibility.
  - 3) All candidates declared ineligible to run shall be notified by the Associate Director of the Center for Student Engagement, or designee.
  - 4) Candidates for Senate who are members of multiple colleges or schools shall file under only one college or school of their preference.
  - 5) Candidates can only file for one office.
- b) CANDIDATE NAME:
- 1) In any election, the name presented on a ballot must be either the candidate's given name and surname, or the candidates preferred name as reflected in MyNEVADA.
  - 2) NICKNAME
    - i. A contraction or familiar form of the candidate's given name can be used followed by the candidate's surname.
    - ii. A nickname may be incorporated into the name of a candidate. The nickname must be in quotation marks and appear immediately before the surname of the candidate.
    - iii. A nickname must not be vulgar or threatening and must not indicate any political, economic, social, or religious view, or affiliation and must not be the name of any person, living or dead, whose reputation is known on a campus-wide, statewide, nationwide, or worldwide basis, or in any other manner deceive a voter regarding the person or principles for which the individual is voting.
  - 3) In any election if two (2) or more candidates have the same surnames or surnames so similar as to be likely to cause confusion, the candidate's middle initials, if any, of the candidates must be included in the names of the candidates as presented on the ballot and in the Voter's Guide.
  - 4) The Associate Director of the Center for Student Engagement shall verify the validity and legality of all candidate names, as submitted on the filing form by the candidates. The Director of Elections and Democratic Education shall inform all affected candidates of any problems or inconsistencies.
    - iv. This shall be done, as far as possible, prior to the submission of information for the Voter's Guide, in order to permit corrections.

#### **SECTION 07: CANDIDATE FILING PERIOD**

- a) TIME FRAME
- 1) The Filing Period for candidates shall open at 8:00 a.m. on the eighth Monday before General Elections commence.
  - 2) The Filing Period for candidates shall close at 5:00 p.m. on the second Friday after the Filing Period opens.
  - 3) The Director of Elections and Democratic Education can alter the dates for the opening and/or closing of the Filing Period for candidates in dire circumstances with due notice to the ASUN Senate and all candidates.
    - i. Notice to the Senate will be given through public comment by the Director of Elections and Democratic Education
    - ii. The Director of Elections and Democratic Education must give notice to the ASUN Senate the meeting of or prior to "Prep Day" (as determined by the University) of the previous academic semester.
- b) CANDIDATE FILING FORM:
- 1) Each candidate shall file a Candidate Filing Form by the deadline.
  - 2) Candidate filing Forms shall be available online via the ASUN Elections website.
  - 3) Candidate Filing Forms may be filed online via the ASUN official website.
  - 4) The Candidate Filing Form shall include:
    - i. The Candidate's name as it will appear on the election ballot and the Voters'

Guide;

- ii. The office the Candidate is seeking;
  - iii. Contact information of the candidate;
  - iv. A list of campaign managers or individuals who are directly affiliated with the candidate's campaign; Eligibility Requirement Verification:  
An electronic signature or acknowledgement confirming the candidate consent to having their GPA, enrollment and college membership verified by a CSE professional staff member;
  - v. A list of all social media handles, website URL's, and other online locations where the candidate or campaign managers will disseminated campaign material as defined in Section 20: Campaign Finance Rules and Regulations.
  - vi. Candidate Platform or Statement
  - vii. A statement informing the candidate that they are responsible for all information presented in the Elections Code, Candidate's packet and any Candidates' Meetings.
- c) DEADLINE FOR WITHDRAWAL:
- 1) Candidates may withdraw their name from the election by submitting a written notice to the Director of Elections and Democratic Education or the Associate Director of the Center for Student Engagement, or designee stating their withdrawal.
  - 2) The deadline to withdraw from any election shall be 48 hours prior to the start of voting for that election (i.e., Primary Election, General Election or Special Election).
- d) ELECTIONS FINE:
- 1) By filing for candidacy, all candidates consent to have a hold placed on their student account if a fine is levied against the candidate by the Judicial Council for violating the Election Code.
  - 2) Candidates have 10 business days from the date of notification to pay their fine at the Center for Student Engagement. If a candidate does not pay the fine by the deadline unless otherwise noted by proof of financial hardship, a hold will be placed on their student account and if elected will not be hired.
  - 3) Any candidate that accrues charges totaling fifty dollars (\$50.00) will be disqualified from ASUN elections due to noncompliance of the Elections Code.

### **SECTION 08: QUALIFICATIONS OF VOTERS**

- a) Students shall present their Nevada University Student ID card at a physical polling location prior to voting to verify voter eligibility.
- b) For legislative elections, enrolled undergraduate students are eligible to vote in every college or school they belong.
- c) The student must be a member of the college or school by 5:00 p.m. on the "last day to add or swap classes with instructor permission" (as determined by the University) of the semester the election is held in order to be eligible to vote in a particular college or school.
- d) Students cannot vote more than once on Executive Officer positions, initiatives, referendums, and constitution amendments.
- e) Voters may not submit more than one ballot per election.

### **SECTION 09: PETITIONS FOR INITIATIVE AND REFERENDUM**

- a) DEFINITIONS:
  - 1) PETITION:  
A petition is any initiative or referendum which will be placed before the student body in an ASUN Election, in pursuance of constitutional definitions of initiative and referendum.
    - i) Initiative is defined as any item of enactment may be put to a vote of the students by petition. No measure repealing a prior action shall be done by initiative.

- ii) A referendum shall be used to repeal any item of enactment of the Senate.
- 2) PRIMARY PROPONENT(S) OF A PETITION:
  - i) A Primary Proponent of a petition is any student that submits a petition. The Primary Proponent(s) of any petition is responsible for the conduct of the campaign in support of the petition.
- 3) PROPONENT OF A PETITION:
  - i) A Proponent of a petition is any person, including the Primary Proponent(s) of a petition, who acts in support of a petition by delegation, either explicitly or implicitly, of one or more of the Primary Proponents of that petition.
  - ii) This shall include any person who circulates or attempts to circulate a petition.
  - iii) This shall not be construed as to include individuals who act in support of a petition independently and without the knowledge of the Primary Proponent(s).
- 4) PRIMARY OPPONENT(S) OF A PETITION:
  - i) After the verification of a petition for an initiative petition or referendum, the Attorney General shall inform the following individuals, in the following order, that the individual may claim the role of Primary Opponent:
    - 1. The President.
    - 2. All other ASUN Elected or Appointed Officers.
    - 3. Any signatory of an ASUN sponsored Club or Organization.
    - 4. Any member of the Association.
  - ii) The Primary Opponent may then submit to the Director of Elections and Democratic Education a statement for the Voters' Guide and submit to the Attorney General a statement acknowledging that the individual is responsible for the conduct of the campaign in opposition to the petition.
- 5) OPPONENT OF A PETITION:
  - i) An Opponent of a petition is any person, including the Primary Opponent(s) who acts in opposition to a petition by delegation, either explicitly or implicitly, of one or more of the Primary Opponents of that petition.
  - ii) This shall not be construed as to include individuals who act in opposition to a petition independently and without the knowledge of the Primary Opponent(s).
- b) DATE OF VOTING:
 

The vote on an initiative or referendum shall take place at the next spring semester election following receipt of the petition, provided that the date of receipt is before the end of the candidate filing period for the spring election; otherwise, the vote shall take place at the next spring election thereafter.
- c) PETITION STATEMENT REQUIREMENTS:
  - 1) The statement of each petition must be at most two (2) sentences in length.
    - i) The first sentence may state the issue to be voted on in an unbiased manner.
    - ii) The last sentence shall be a neutrally worded question to which an answer of "yes" or "no" is appropriate.
  - 2) The Attorney General shall be available to assist any student interested in writing a petition.
- d) NOTIFICATION TO THE DIRECTOR OF ELECTIONS AND DEMOCRATIC EDUCATION:
 

It shall be the responsibility of the Attorney General to provide all of the petitions for each election to the Director of Elections and Democratic Education before the Candidates' Meeting.
- e) REQUIRED VOTES FOR PETITIONS:
 

Unless otherwise stated in the Constitution or laws, (or in the case of student fee questions, applicable to University Policies), a favorable vote of a majority of the votes cast for and against the petition shall be necessary for adoption of the petition.
- f) POSITIONS CHANGED BY CONSTITUTIONAL AMENDMENT:
  - 1) In the case where a constitutional amendment will delete an elected position and create a

different one with substantially the same duties, a person elected to the old position shall be considered elected to the new position if the constitutional amendment passes.

- 2) The Director of Elections and Democratic Education shall indicate that such a case exists by titling the position, on the ballot and in its other literature, with a juxtaposition of the old and new titles (e.g., “Officer Title X/Officer Title Y”).
- g) SUBMISSION OF PETITION TO ATTORNEY GENERAL:
  - 1) Prior to circulating any petition, the Proponent(s) shall submit to the Attorney General the proposed question.
  - 2) The Proponent(s) shall submit a statement to the Attorney General that declare the Primary Proponent of the petition, and who is responsible for the conduct of the campaign in support of the petition.
  - 3) The Attorney General shall certify that the question is an impartial and accurate description of the proposal and shall assign the petition an Official Name and Number.
    - i) If the petition creates a law, the Attorney General shall prepare an Official Summary of the petition.
    - ii) The Attorney General shall confer with the office of Legal Counsel or designee for approval of language on questions of student fees.
  - 4) The Attorney General shall create the petition and return to the Primary Proponent three (3) copies of the petition.
- h) CONTENT OF PETITIONS:
  - 1) The petition shall contain the full title and statement of the petition as it is to appear on the ballot on each page on which signatures are to appear.
  - 2) The petition shall contain the Official Summary of the petition on each page on which signatures are to appear in Roman type not smaller than 12-point.
  - 3) The petition must have room for the signature of each petition signer and the printed name. Signature spaces must be consecutively numbered commencing with the number 1 for each page.
  - 4) Attached to each page of the petition on which signatures are to appear shall be any other material not in the text of the petition which is directly relevant to the petition.
- i) CIRCULATION OF PETITION:
  - 1) The petition may be circulated by many different people carrying separate, identical Sections.
  - 2) Petitions may be circulated only by registered University of Nevada, Reno, undergraduate students.
  - 3) Each petition circulator who obtains signatures must complete a declaration attached to the petition stating:
    - i) The petition circulator is a registered University of Nevada, Reno, undergraduate student;
    - ii) The petition circulator witnessed the appended signatures being written;
    - iii) To the best of the petition circulator’s information and belief, each signature is the genuine signature of the individual whose name it purports to be; and
    - iv) The printed name, address, and telephone number of the petition circulator soliciting the signatures.
  - 4) If any information given under this statement is false, the entire Section of the petition shall not be used.
- i) PETITION SIGNATURES:
  - 1) Each signer must personally place on the petition a signature, printed name, and **NO INFO HERE**
  - 2) None of the above may be preprinted on the petition.
  - 3) Any signature line which is not legible or complete shall not be counted.
  - 4) Each signer may sign a petition only once.
- j) PRESENTATION OF COMPLETED PETITION:

- 1) A petition shall be considered presented when it has been physically presented to the Attorney General.
  - 2) To prevent unauthorized petitions from circulating and unauthorized persons from filing petitions, only the Primary Proponent(s) of a petition, and persons authorized in writing by one or more of the Primary Proponent(s) may submit Petitions to the Attorney General.
    - ii) Any other petitions submitted will be disregarded by the Attorney General.
  - 3) Once submitted, petitions may not be amended except by order of the Judicial Council.
- k) VERIFICATION OF THE PETITION:
- 1) The Attorney General and the Ballot Coordinator shall verify that there are a sufficient number of valid signatures on each petition, by checking the student status of each person who signed the petition.
  - 2) Any signatures or pages of signatures not in compliance with this section shall not be counted towards the minimum number of signatures necessary for qualification.
  - 3) If the verifying official discovers that the petition submitted lacks sufficient valid signatures, the Attorney General shall immediately notify the Primary Proponent(s) and no further action is taken on the petition.
  - 4) The Attorney General must preserve the petition for the same time period as the Director of Elections and Democratic Education preserves the ballots for the election for which the petition qualified or attempted to qualify for placement on the ballot.
  - 5) If a petition has not been verified in time for the Candidates' Meeting, the petition shall be treated as valid until the verification is complete.
- l) PLACEMENT OF PETITION ON BALLOT:  
Once a petition has qualified for the ballot, the Attorney General shall transmit the petition to the Ballot Coordinator for inclusion on the election ballot.
- m) ADDITIONAL PROVISIONS FOR CONSTITUTIONAL AMENDMENTS:
- 1) A petition for a constitutional amendment shall be filed with the Attorney General in the same manner as a petition for initiative or referendum, who shall submit it to the Senate of the Associated Students once it has been qualified.
  - 2) No constitutional amendment shall be placed on the ballot without action of the Senate.

### **SECTION 10: RECALL ELECTIONS**

- a) Before a petition to recall a public officer is circulated, the individuals proposing to circulate the petition must file a notice of intent with the Attorney General.
- b) After the notice of intent has been filed, the petitioner may begin collecting the constitutionally required number of signatures to initiate a recall election.
- c) If the number of signatures is achieved the special election shall be held in accordance with the ASUN Constitution by the Director of Elections and Democratic Education.
- d) The Recall Election shall be held in compliance with the Election Code as deemed appropriate by the Director of Elections and Democratic Education.

### **SECTION 11: THE INFORMATIONAL SESSION**

- a) The Director of Elections and Democratic Education must hold a non-committal, Informational Session one week preceding the Filing Period. The date, time, location, and agenda of this meeting shall be posted on the official ASUN Election website.
- b) FUNCTION OF THE INFORMATIONAL SESSION:
  - 1) Acquaint all students with the basic structure, functions, and authority of the ASUN;
  - 2) Inform students about the election process; and,
  - 3) Answer questions, students may have about ASUN and how to become involved.

### **SECTION 12: THE CANDIDATES MEETING**

- a) The Director of Elections and Democratic Education shall hold a minimum of one (1) mandatory Candidates' Meeting on the first Tuesday of classes following the end of the Filing Period. The date of this mandatory meeting will be included in the candidate packet.

- b) Candidates unable to attend must send a proxy in their place. Written notification must be provided to the Director of Elections prior to the meeting.
- c) All candidates (whether in attendance or not) are responsible for information presented at the meeting.
- d) **FUNCTION OF THE CANDIDATES' MEETING:**
  - 1) To acquaint all candidates with the basic structure, functions, and authority of the ASUN and of the Election Code.
  - 2) To discuss problems which have arisen in past elections.
  - 3) To discuss ASUN Judicial Council decisions and policies regarding elections, specifically the list of punishable infractions and their respective punishments.
  - 4) To discuss administrative details of the election.
  - 5) To explain requirements for each candidate statement for the Voters' Guide.
  - 6) Answer questions, candidates may have about ASUN and the election process.

### **SECTION 13: CAMPAIGN RULES**

#### **a) NO MALICIOUS ASSAULT:**

The purpose of this subsection is to hold candidates and petitioners responsible for malicious assault on the most fundamental foundation of democracy, and to define and provide equitable remedy for the same. Any person, candidate, proponent, or opponent of a petition found before the ASUN Judicial Council to have committed a malicious assault on the most fundamental foundation of democracy through the following act shall be subject to punishment by the guidelines as set forth by the Election Code:

- 1) Interfering with the proper tallying of votes.

#### **b) NO ETHICAL BREACHES:**

The purpose of this subsection is to hold candidates and petitioners responsible for serious ethical breaches, which threaten the validity of the ASUN's commitment to fairness, democracy, and the legal institutions empowered to protect that democracy, as well as to define and provide equitable remedy for the same. For this reason, any person, candidate, proponent, or opponent of a petition found before the ASUN Judicial Council to have committed the serious ethical breaches stated in this section through the following acts shall be subject to punishment by the guidelines as set forth by this Election Code:

- 1) Willfully violating a lawful order from the ASUN Judicial Council or the Director of Elections and Democratic Education.
- 2) Intentionally falsifying information on any forms, or in the Voters' Guide.
- 3) Refusing to appear before the ASUN Judicial Council, if subpoenaed by the Council; the candidate shall be exempt from appearing before the Council if the candidate can show a valid excuse. It shall be the Judicial Council's obligation to ascertain the validity of any claim as to the above.
- 4) Soliciting unpaid political advertising in an ASUN-Sponsored Publication.
- 5) Using ASUN authority, facilities, funds, or resources for campaign purposes, including for long term or bulk storage of campaign materials without prior consent.
- 6) Knowingly and actively campaigning within 25 feet of a polling location on the day of an ASUN election.
- 7) Badgering or threatening witnesses subpoenaed for a Judicial Council hearing or Judicial Council members.
- 8) Obstructing an investigation by the Attorney General.
- 9) Exceeding the campaign finance spending limits as defined in the Election Code.
- 10) Potential violation of an election rule announced by the Residence Hall Association or Department of Residential Life, Housing and Food Services.

#### **c) INTERFERING AND SAFETY:**

The purpose of this subsection is to hold candidates and petitioners responsible for interfering with the mission of the ASUN, and for threatening the safety of the campus, and to define and provide equitable remedy for the same. For this reason, any person, candidate, proponent, or



opponent of a petition found before the ASUN Judicial Council to have interfered with the mission of the ASUN or threatened the safety of the campus through the following acts shall be subject to punishment by the guidelines as set forth by the Election Code:

- 1) Willfully destroying, defacing, covering, moving or removing from their places, posters, signs, banners, leaflets or flyers of ASUN groups or business operations which bring revenue to the ASUN.
- 2) Willfully destroying, defacing, covering, moving or removing from their places, posters, signs, banners, leaflets or flyers which advertise functions, meetings, events, or existence of ASUN sponsored student groups and publications.
- 3) Willfully destroying, defacing, covering, moving or removing from their places, posters, signs, banners, leaflets or flyers of other candidates for office in the ASUN Election.
- 4) Persistently blocking any entrance or tight space, or otherwise significantly restricting the flow of vehicular or pedestrian traffic on campus.

d) VIOLATIONS OF INTERNAL PROCESSES:

The purpose of this subsection is to hold candidates and petitioners responsible for violations of important legal protocols which transcend the internal processes of the ASUN, and to define and provide equitable remedy for the same. For this reason, any person, candidate, proponent or opponent of a petition found before the ASUN Judicial Council to have committed violations of important legal protocols through the following acts shall be subject to punishment by the guidelines as set forth by the Election Code:

- 1) Filing malicious, frivolous, or bad faith charges against any candidate.
- 2) If another candidate engages a third party to file such charges, both parties shall be held responsible.
- 3) Using e-mail lists or posting boards to campaign, with spam, which is defined as e-mail that does not meet any of the following conditions:
  - i. The author has a pre-existing relationship with the recipient(s).
  - ii. The author has permission from the leadership of the organization.
  - iii. The author is a member of the organization.
- 4) Candidates may share endorsements of themselves or any other candidate in-person or online without penalty.
- 5) Claiming an endorsement of an individual, group, or party without consent. Candidates should, but are not required to, obtain endorsements in writing.

e) VIOLATIONS OF ELECTIONS CODE, CANDIDATE'S PACKET. OR UNIVERSITY GUIDELINES:

The purpose of this subsection is to hold candidates, and petitioners responsible for violations of ASUN Elections Protocol and of University Guidelines, and to provide equitable remedy for the same. For this reason, any person, candidate, proponent or opponent of a petition found before the ASUN Judicial Council to have committed violations of ASUN Elections Protocol and of University Guidelines through the following acts shall be subject to punishment by the guidelines as set forth by the Election Code:

- 1) Candidates are required to adhere to the University of Nevada, Reno's Student Code of Conduct. If the code of conduct is violated offenders will be referred to the Office of Student Conduct by CSE Professional Staff.
- 2) Failing to file a copy of all physical campaign material designs (i.e., for posters, handbills, sandwich boards, etc.) prior to the dissemination of the campaign material.
- 3) Failing to submit on the candidate filing form a list of all social media handles, website URL's and other online locations that will be used by the candidate or campaign managers to disseminate campaign material, or to otherwise provide the Director of Elections and Democratic Education an updated listed of these in the event of a change.
- 4) Campaigning prior to the campaign start date as stated in the Candidate's Packet.
- 5) Willfully placing campaign material in any University building, including classrooms, libraries, bathrooms, and on chalkboards, but excluding the posting of campaign material

- on public access bulletin boards and kiosks within University buildings.
- 6) Failing to attend and participate in the Mandatory Clean-up day that shall be established by the Director of Elections and Democratic Education on the Saturday following the election, unless campaign materials are cleaned up prior to the Clean-up day.
  - 7) Claiming endorsements without bearing the disclaimer, “Titles for Identification Purposes Only” in the same size font as the majority of the text of the endorsements is written.
  - 8) Failure to attend and participate in the Mandatory Clean-up day that shall be established by the Director of Elections and Democratic Education on the Saturday following the election, unless campaign materials are cleaned up prior to the Clean-up day.
  - 9) Failure to attend and/or send a proxy to the Mandatory Candidate’s meeting.
  - 10) Claiming endorsements without bearing the disclaimer, “Titles for Identification Purposes Only” in the same size font as the majority of the text of the endorsements is written. Excludes retweets, likes, reshares, comments, etc., on social media platforms.
  - 11) Failing to submit campaign finance receipts, as required by Section 20.
  - 12) Interfering with, or campaigning within 10 feet of any of the Center for Student Engagement or the University’s official sandwich boards or banners.
  - 13) Unintentionally falsifying information on any forms or in the Voters’ Guide.
  - 14) Failure to meet the deadline for withdrawal.
- f) **TEMPORARY RULES:**
- 1) Temporary rules may be implemented by the Center for Student Engagement Staff where an urgent situation necessitates temporary additions, amendments, or a suspension of a portion of the Election Code, provided all candidates are affected equally.
  - 2) A Temporary Rule shall not take effect until approved by a majority vote of the ASUN Judicial Council with at least three (3) members present.
  - 3) These new rules must be sent electronically to each candidate and posted in a designated area of the Joe Crowley Student Union so that all candidates have access to them.
- g) **CONDUCT OF CAMPAIGN:**
- 1) It is the intent of this subsection to hold a candidate responsible for violations committed by the candidate’s agents if those agents are involved in that general area of the campaign.
  - 2) A candidate shall be charged with violating Campaign Rules if-an agent of the candidate acting on the candidate’s authority violates Campaign Rules.
  - 3) The alleged violation shall be referred to Judicial Council for adjudication upon review and submission by the ASUN Attorney General and Director of Elections and Democratic Engagement.
  - 4) If any Proponent of a petition is found to have violated the Election Code, the petition shall be assessed the corresponding sanction, up to and including the disqualification of the petition.
- h) **FILING A COMPLAINT**
- 1) If a candidate is found and/or suspected of violating any provision of the Elections Code, Candidate’s Packet, ASUN Constitution and/or Bylaws a complaint against the candidate can be submitted using the online Election Complaint Form.
    - a. The Director of Elections and Democratic Education shall not file a case using the complaint form but defer to filing a charge sheet directly with the Judicial Council after consulting the Attorney General.
  - 2) The Director of Elections and Democratic Education shall receive all Election Complaint forms and forward each complaint to the Attorney General no later than two (2) business days, from the date the complaint was submitted.
  - 3) The Attorney General shall be responsible for notifying all parties included in the complaint no later than two (2) business days, from the date the complaint was received by the Attorney General. Notification shall at least include statement of complaint submitted with the online Election Complaint Form.



- 4) The Director of Elections and Democratic Education shall consider, no later than two (2) business days from the date the complaint was submitted if the Attorney General files a charge.
- 5) The Attorney General shall submit a corresponding charge sheet to the Judicial Council, if review by the Attorney General in addition to recommendation by the Director of Elections and Democratic Education deems Judicial Council action is needed. This shall happen no later than two (2) business days from the referral of the Director. The charge sheet shall be accompanied by the full text of the online Election Complaint submission including, but not limited to:
  - a. Complainant name
  - b. Date of alleged violation
  - c. Time of alleged violation
  - d. Location of alleged violation
  - e. Statement of complaint
  - f. Statement confirming the complaint is filed in good faith and will be handled in accordance with this title of Statutes of the Associated Students.
- 6) The Judicial Council shall review the charge sheet and decide whether to accept the case within five (5) business days of receiving the charge sheet.
- 7) If the case will be heard, the hearing shall be held within seven (7) business days of the decision to accept the case.
- 8) The hearing shall be conducted in accordance with Rule 4: Hearing Procedures of Chapter 302: Judicial Rules and Procedures.
- 9) The Council shall reach a decision and provide a ruling no later than five (5) business days of the hearing.
- i) **PUBLIC POSTING OF CHARGES AND RESPONSIBILITY FOR CORRECTING VIOLATIONS:**
  - 1) Reported election violations, Judicial Council decisions, and out-of-council settlements related to violations shall be posted on the official ASUN website.
  - 2) Election complaints submitted to Judicial Council shall not be filed under seal.
  - 3) Candidates, and all others cited, shall be notified by the Chief Justice of all Judicial Council decisions. Involved parties are responsible for correcting all violations (if possible to correct) by the designated deadline set by the Judicial Council.

**SECTION 14: PUNISHMENT FOR ELECTION VIOLATIONS**

- a) The Judicial Council shall be vested with the authority to hear and decide allegations of election violations, pursuant to its rules and regulations as set forth in ASUN Constitution and laws.
- b) All candidates are warned of the consequences of these censures at the Candidates' Meeting.
- c) A finding of violation of the conduct prohibited by this Election Code shall be punishable by charging a candidate no less than five dollars (\$5.00) to be paid to the Center of Student Engagement. A hold will be placed onto the candidate's student account if the charge is not paid within 10 business days. The hold will remain until the charge is paid in full.
- d) The Judicial Council may also choose to disqualify a candidate depending on the severity of the misconduct.
- e) In addition to the authority granted the Judicial Council herein, it shall have equitable power to assure that the punishment levied fits the violation found to occur so as to assure a fair and just result.
  - 1) Sanctions for any acts or violations by a candidate, whether before, during, or after the Judicial Council hearing, which are not specifically addressed in the ASUN Constitution and laws shall not be imposed by the ASUN Judicial Council at any time.
- f) **DEFINITIONS:**
  - 1) Badgering is defined as "interfering with a witness testimony, attempting to prevent a witness from providing honest testimony, or interfering with the processes that the Judicial Council abides by to arbitrate a case in a fair manner".

- 2) Failing to file a copy of all campaign material prior to dissemination of the campaign material.
  - 3) Intentional is defined as “Committed deliberately”.
  - 4) Willfully is defined as “Having prior knowledge of the consequences of the violation and intentionally committing it in such a way as to undermine the fairness of an election”.
  - 5) Malicious is defined as “Deliberately harmful or spiteful”.
  - 6) Frivolous is defined as “Inappropriately silly or trivial”.
  - 7) Bad faith is defined as “Intentional dishonesty or deception”.
  - 8) Failing to turn in campaign finance receipts as required by section 20.
- g) A candidate will be disqualified if they receive charges totaling fifty dollars (\$50.00).

### **SECTION 15: ASUN JUDICIAL COUNCIL**

- a) **JURISDICTION:**

The ASUN Judicial Council shall have sole jurisdiction to adjudicate-election violations. Unless the Election Code explicitly states a candidate will be disqualified for a specific violation.
- b) **SANCTIONS:**

The ASUN Judicial Council shall be empowered to impose sanctions up to and including disqualification for violations of the Elections Code, election processes, and the ASUN Constitution and laws.
- c) **CONTEMPT OF COUNCIL:**

The imposition of sanctions for contempt of council for violations of this Elections Code shall be imposed by the Judicial Council after a hearing at which the offending party appears and is heard.
- d) **SETTLING OUT OF COUNCIL:**
  - 1) For a violation of this Election Code a sanction can be imposed by mutual written agreement of the Attorney General and the individual being charged rather than having a Judicial Council hearing.
  - 2) The agreement must contain a waiver preventing any of the signatories or parties in which the Council may represent from bringing the case before Judicial Council in the future.
  - 3) Any such agreement must be accompanied by a written explanation of the circumstances surrounding the violation and must be approved by the Judicial Council.
- e) **STATUTE OF LIMITATIONS:**
  - 1) Sanctions may be assessed against an individual for violating the Election Code at any time, whether the individual has filed for candidacy yet or not. Any sanctions imposed shall be accumulated only until the regularly scheduled ASUN election of that year.
  - 2) The Senate may amend these rules at any time during the year.
  - 3) It is the responsibility of the campaigner to obtain the current rules and procedures for campaigning.
  - 4) No amendment to this Election Code approved after the Candidates’ Meeting shall take effect until after the Regular ASUN Election for that semester.
  - 5) All ASUN Officers shall be obliged ex-officio to answer subpoenas issued by Judicial Council or shall be barred from running in future elections. This stipulation shall apply to any case arising under their term in office. The officer subpoenaed shall be exempt from appearing before the Council if the officer can show a valid medical excuse, out-of-town commitment, death in family, employment obligations or exam or paper due 24 hours following the case. It shall be the Judicial Council’s obligation to ascertain the validity of any claim as to the above.

### **SECTION 17: THE BALLOT**

- a) **NAMES ON BALLOT:**

The order of the names on the ballot shall be arranged in alphabetical order by last name, first name, middle initial (if available).

b) **FORM OF BALLOT:**

1. The ballot shall primarily be administered using an online voting mechanism. The selected online voting mechanism shall meet University accessibility requirements.
2. Provisional paper ballots shall be available in limited quantity at all physical polling locations, to students eligible to vote but unable to access the online ballot at a physical and/or electronic polling location due to a technical error.
3. In the event the online voting system is unavailable or becomes unavailable at any time during the voting period, the Director of Elections and Democratic Education shall adopt temporary rules to carry out the elections using paper ballots. The Director of Elections and Democratic Education in consultation with the Attorney General and CSE Associate Director, or their designee may determine whether there is sufficient cause to extend the voting period.

c) **PAPER BALLOT:**

Paper ballots may be used in the event of a technological issue or failure occurs during the elections period.

d) **PETITIONS:**

Ballots for petitions shall be presented separately, as not to include multiple petitions on one page or screen.

- 1) Ballots shall begin with the petition title and petition question, as approved by the Attorney General
- 2) Ballots for petitions shall include options, vertically, for yes, no, and abstain.
- 3) Voters shall not be able to proceed without marking one of the options on the ballot.
- 4) No option will be selected by default when the ballot is presented to the voter

**SECTION 18: TALLYING OF VOTES**

a) **BALLOT TABULATION:**

- 1) This section does not prohibit the filing of new charges by the Attorney General for Campaign Violations occurring after the commencement of ballot tabulation.
- 2) If any candidate(s) is disqualified prior to the results being read into the Minutes at a Senate meeting, additional ballot tabulations will commence following all decisions and settlements of lawsuits regarding elections by the Judicial Council.
- 3) Election results automatically tabulated by the software or platform used shall be reviewed and published online by a Center of Student Engagement Professional Staff member. The Director of Elections and Democratic Education, Attorney General, or their designee shall supervise the process.
- 4) The results shall be posted on the ASUN website. The results shall be clearly marked as preliminary and uncertified results.
- 5) The election results shall become effective after being read into the Minutes of a Senate meeting.

b) **HANDLING OF INCOMPLETE AND INVALID VOTES:**

- 1) A vote shall be declared invalid, and excluded from the counting in a particular race, if a voter is deemed ineligible to vote for that particular race.
- 2) Individuals who cast multiple ballots in a particular race, shall have both of their ballots disqualified and not tabulated in the final count.

c) **TABULATION OF VOTES:**

- 1) For Executive officer positions, the candidate that receives the plurality vote shall be determined the winner. In the Senate the number of seats available for each college or school shall be given to the same number in rank of most votes received by candidates.
- 2) In the event of a tie in a contested race, the current session of the ASUN Senate shall have a majority vote to determine the winner.

d) **TALLYING OF BALLOT PETITION:**

The "Yes" and "No" votes for each petition shall be counted.

**SECTION 19: SAFEGUARDS AND ELECTION PROTESTS**

a) STORAGE OF ELECTION RESULTS:

- 1) An electronic file of the election results and all paper ballots, tally sheets, and relative election tabulation documents shall be held permanently by CSE Professional staff and/or the ASUN Office of the Secretary. The results shall be marked with the time at which the election results were finalized.

b) THE TWO-LOCK SYSTEM:

- 1) Each ballot box, as well as all other boxes where current paper ballots are stored, must be locked at all times by a two-lock system. Each ballot box must be locked during the entirety of the voting period.
- 2) The Director of Elections and Democratic Education and the Associate Director for Center for Student Engagement, or designee, shall each possess one of the two keys to the locks. During the elections, none of these officials may surrender the key to their charge to any other person unless the official is unable to perform their duties. The ASUN Attorney General must be notified of any surrendering of these keys.

c) ADDITIONAL SAFEGUARDS:

- 1) The ASUN Attorney General shall have the privilege of attending or sending a representative to all physical polling locations and places where election results are being reviewed for posting by CSE Professional Staff, provided such representative is not a candidate or agent of a candidate in the election.

d) VOID AN ELECTION:

- 1) Any student may petition the ASUN Judicial Council to void an election, on grounds of the integrity of the Director of Elections and Democratic Education, its mismanagement of the election, or the mechanism of the count, prior to the expiration of the Statute of Limitations stated in this Election Code
- 2) The Judicial Council shall review the case and submit its finding to the Senate.
- 3) If the ASUN Judicial Council rules that there was mismanagement, or that there was an unpunished violation, the ASUN Judicial Council may void the election on the grounds that the mismanagement or the unpunished violation substantially affected the outcome of the election.
- 4) The ASUN Judicial Council may not void an election on any other grounds or by any other procedure, as stated in the Election Code.
- 5) Only the ASUN Judicial Council may void an election.
- 6) If the Judicial Council voids a general election, the Judicial Council shall provide for a new special election to be held on a Wednesday and Thursday of instruction no later than one week from the Council's decision to settle the outcome of the affected portion of the elections.
- 7) If the Judicial Council voids a primary election, the Judicial Council shall order a new special primary election to be held on a Wednesday and Thursday of instruction no later than one week from the Council's decision and possibly in conjunction with the general election to settle the outcome of the affected portion of the primaries. Additionally, the Judicial Council shall order a new special election to be held on a Wednesday and Thursday of instruction no later than one week from the special primary to settle the outcome of the affected portion of the elections.

**SECTION 20: CAMPAIGN FINANCE RULES AND REGULATIONS**

a) INTENT AND DEFINITIONS:

- 1) The Rules contained in this section are intended to implement the campaign finance regulations.
- 2) Campaign material is defined as material initiated by a candidate, with the intent to contact voters publicly, that explicitly speaks, pleads, or argues in favor of the election or defeat of a candidate. This includes all material content published on online web-based mediums (e.g., social media platforms, websites, listservs, message boards, etc.) that

contact voters publicly.

- 3) Further, materials that are controlled by a candidate's campaign that mention a candidate's name, or the office a candidate is seeking, shall be defined as explicitly speaking, pleading, or arguing in favor of the election of a candidate. Therefore, it will be included in the definition of campaign material.
  - 4) Electronic mail, free social media accounts and telephone calls will be assessed a zero cost.
  - 5) News or editorial articles in a publication not run by a candidate, not controlled by candidate, not receiving a significant portion of their funding from a candidate, or not operating under a specific agreement between the publication and a candidate, shall not be included in the definition of campaign material.
  - 6) Any material produced by a group or organization not run by a candidate, not controlled by a candidate, not receiving a significant portion its funding from a candidate, or not operating under a specific agreement between the group or organization and a candidate, shall not be included in the definition of campaign material.
  - 7) Material in which a voter initiates contact, such as a website, instant message, away message, or telephone request for information, shall not be included in the definition of campaign material.
  - 8) Any funds used for the purposes of designing content on a Website that falls under this Election Code shall be included in the definition of campaign material.
  - 9) Any negative campaigning shall count toward the budget of the candidate that produced the material.
- b) ENFORCEMENT:
- 1) The Director of Elections and Democratic Education is responsible for informing candidates of the campaign finance regulations, ensuring candidates are compliant, and reporting violations for adjudication by the Judicial Council.
  - 2) The public has the right to obtain any candidate's spending information, but the information is not required to be widely disseminated by the Director of Elections and Democratic Education.
  - 3) It shall be the responsibility of the candidate to provide one copy of all campaign material designs to the Commission before dissemination, as well as a list of online locations where digital campaign materials will be distributed.
  - 4) It shall be the responsibility of the candidate to provide proof of purchase or proof of donation of campaign materials prior to dissemination. If unable to provide a receipt, they may indicate so and instead provide an estimate of fair market value. Receipts must be provided beginning with the Candidates' Meeting and thereafter. Receipts must be provided beginning with the first Candidates' Meeting and thereafter. The Director of Elections and Democratic Education has the power to set a deadline for all proofs of donation and proofs of purchase.
  - 5) The Director of Elections and Democratic Education shall have the responsibility of determining a fair market value for any campaign material not accompanied by a receipt of purchase. The interpretation of fair market value may be appealed to the Judicial Council.
  - 6) Campaign materials that count as part of a candidate's spending, must have been produced, or authorized, by the candidate.
  - 7) Any campaign material advocating, by name, office seeking, or ballot number, more than one candidate, shall have its cost divided equally among all candidates listed on the material.
  - 8) The candidates or parties involved in the election shall have the responsibility of providing the Director of Elections and Democratic Education with all documentation and receipts. Receipts must be itemized.
  - 9) As with any other violation of the ASUN campaign rules, the ASUN Attorney General shall be responsible for investigating alleged violations of these rules and prosecuting

them before the ASUN Judicial Council.

10) All disputes or arbitration that arise over these rules shall be handled by the Judicial Council.

c) **CAMPAIGN FINANCE LIMITS:**

Candidates running for election are limited to spending as follows:

- 1) Presidential candidates, \$600.00.
- 2) Vice Presidential candidates, \$500.00.
- 3) Senate candidates, \$200.00.

d) **CAMPAIGN DONATIONS:**

- 1) Donations consist of any item or service granted to the candidate which will be recorded as half the going rate for said item or service on the candidate's spending budget.
- 2) Candidate's running for election are not permitted to donate to other candidates who are also running for election.

**SECTION 21: PRIMARY ELECTION**

- a) In the event there are more than two candidates running for an Executive Office there will be a primary election held on the Wednesday and Thursday one week prior to the General Election.
- b) Top two candidates who receive the most votes, shall move onwards to the General Elections
  - 1) In the event of a tie, the two candidates may be forwarded to the General Elections for three candidates to be placed on the General Elections ballot.

**SECTION 22: POSTING POLICY**

Material as defined in the Elections Code is prohibited from being posted before the Wednesday following the mandatory Candidates' Meeting.

**SECTION 23: ADMINISTRATION OF ELECTRONIC FILING OF DOCUMENTS**

The Director of Elections and Democratic Education may allow for the electronic filing of documents and shall provide such regulations as may be necessary.

**SECTION 24: SEVERABILITY**

If any provision of this Elections Code, or the application of such a provision to any person or circumstance, is held to be unconstitutional, the remainder of the Elections Code, and the application of the provisions of this Elections Code to any other person or circumstance, shall not be affected by such holding.



# TITLE VIII: OATHS OF OFFICE

## CHAPTER 801: AUTHORIZATION TO ADMINISTER

### **SECTION 01: OFFICIALS AUTHORIZED TO ADMINISTER**

Except for the Senators and the officers of the Senate; the President, the Chief Justice or an Associate Justice of the Judicial Council, shall be authorized to administer the oath or affirmation as required by this section.

### **SECTION 02: SPEAKER OF THE SENATE MAY ADMINISTER OATHS**

The presiding officer of the Senate of the Associated Students shall have power to administer all oaths and affirmations that are or may be required by the Constitution, or by law, to be taken by any Senator, officer of the Senate, witness, or other person in respect to any matter within the jurisdiction of the Senate.

### **SECTION 03: SECRETARY OF THE SENATE MAY ADMINISTER OATHS**

The Secretary of the Senate shall have power to administer any oath or affirmation required by law, or by the rules or orders of the Senate, to be taken by any officer of the Senate, and to any witness produced before it.

### **SECTION 04: DEADLINE FOR ADMINISTERING AND TAKING OATHS**

- a) The oaths of office required to be administered and taken by this Title shall be administered according to the provisions of this Title at a Senate meeting no later than two weeks following the appointment to their office.
- b) If a person who must take the oath is unavailable at the time provided for in subsection a, the oath may be administered by an authorized individual, or taken before a notary public, who together shall provide a written certificate that the oath required by law was administered and taken regularly.

### **SECTION 05: PROHIBITION ON EXERCISING OFFICES**

After the deadline provided for in Section 04 of this Chapter has expired, no member of this Government shall exercise the powers and duties of office without taking the oath as required by this Title. For the purposes of this section, any member who fails to take the oath shall be considered to be suspended from office.

## CHAPTER 802: OATHS OF OFFICE

### SECTION 01: OATH OF OFFICE

- a) The oath or affirmation required by the first article of the Constitution of the Associated Students shall be administered in the following form, to wit: "I, \_\_, do solemnly swear (or affirm) that I will support the Constitution of the Associated Students; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter." This section does not affect other oaths required by law.
- b) Except for the Senators and the officers of the Senate, the Chief Justice, or an Associate Justice of the Judicial Council, shall be authorized to administer or affirmation as required by this section.

### SECTION 02: OATH OF OFFICE FOR THE PRESIDENT

- a) The Chief Justice shall administer the Constitutional oath to the President, which is as follows: "I, \_\_\_\_\_, do solemnly swear (or affirm) that I will faithfully execute the office of President, and will, to the best of my ability, preserve and protect the Constitution of the Associated Students of the University of Nevada."
- b) The Associate Justices of the Judicial Council are authorized to administer the Constitutional oath to the President when the Chief Justice is unable.

### SECTION 03: OATH OF OFFICERS FOR OFFICERS

All officers appointed, or hereafter to be appointed under the authority of the Associated Students, shall, before the individuals act in their respective offices, take the same oath or affirmation provided for in Section 01 of this Chapter, which shall be administered by the Chief Justice, Associate Justices or Speaker of the Senate to such officers their respective oaths of office; and such officers shall incur the same penalties in case of failure, as shall be imposed by law in case of failure in taking their respective oaths of office.

### SECTION 04: OATH OF OFFICE FOR SPEAKER AND SENATORS

- a) At the convening of the session of the Senate after every general election of Senators, the oath of office shall be administered by any Senator to the Speaker; and by the Speaker to all the Senators present, and to the Secretary, previous to entering on any other business; and to the Senators who afterward appear, previous to their taking their seats.
- b) The Secretary of the Senate of the Seventy-Fifth Session of the Senate and each succeeding Senate shall cause the oath of office to be printed, furnishing one copy to each Senator who has taken the oath of office in accordance with law, which shall be subscribed in person by the Senator, who shall thereupon deliver them to the Secretary, to be filed in the records of the Senate, and such signed copies, or certified copies thereof, or of either of such records thereof, shall be admissible in evidence in any court of the Associated Students, and shall be held conclusive proof of the fact that the signer duly took the oath of office in accordance with law.

### SECTION 05: OATH OF JUSTICES

Each justice or judge of the Associated Students shall take the following oath or affirmation, in addition to other oaths required by law, before performing the duties of his office: "I, \_\_\_\_\_, do solemnly swear (or affirm) that I will administer justice without respect to persons, and that I will faithfully and impartially discharge and perform all the duties incumbent upon me as \_\_ under the Constitution and laws of the Associated Students."



# TITLE IX: OPEN MEETINGS

## CHAPTER 901: OPEN MEETINGS

### **SECTION 01: PURPOSE**

The purpose of this policy is to provide a definite course of action for the production, filing and retrieval of public documents produced by the Associated Students of the University of Nevada.

### **SECTION 02: REFERENCES TO NEVADA REVISED STATUTES**

Any references made to Nevada Revised Statutes shall apply to such provisions as indicated, or their successors.

### **SECTION 03: ADMINISTRATION**

Unless the context indicates otherwise, the chief administrator of the provisions of this Act shall be the Attorney General.

### **SECTION 04: REGULATIONS**

The Attorney General is authorized to promulgate regulations with respect to the Government's compliance with:

- a) this Title;
- b) the Nevada Open Meeting Law;
- c) the Public Records Act (NRS 239 et seq.); and
- d) any other applicable provision of law, regulation, rule, or otherwise, governing the disposition of the Associated Students' records.

### **SECTION 05: POLICY REGARDING OPEN MEETING LAW REQUESTS**

#### a) POLICY STATEMENT:

The Nevada Open Meeting Law (NRS 241 et seq.) requires a public body to make available for inspection all public records of that body. The law also requires that copies of certain documents be provided free of charge to any member of the public who so requests. This Act governs the related policy of the Associated Students.

#### b) REQUESTS FOR DOCUMENTS UNDER NRS 241.020(5):

Upon request, the Associated Students will provide at no charge one copy of:

- 1) an agenda for a public meeting;
- 2) a proposed ordinance or regulation which will be discussed at the public meeting; and
- 3) any other supporting material provided to the members of the public body for an item on the agenda, except materials:
  - i) submitted to the public body pursuant to a nondisclosure or confidentiality agreement;
  - ii) pertaining to the closed portion of such a meeting of the public body; or
  - iii) declared confidential by law.
- c) Supporting material typically includes draft minutes, proposed legislation, budget requests, budget reconciliation publications and other related documents.
- d) Draft minutes shall only be provided under this section until their approval. After their approval, minutes may be requested as public records pursuant to section 4 of this Chapter.
- e) A request for material shall be made in writing directed to the Archives of the Associated Students.
- f) Material shall be made available to the public when it is made available to members of the public body.

**SECTION 06: REQUESTS FOR PERSONAL NOTICE OF MEETINGS**

- a) The Associated Students will provide notice of meetings upon a request made in writing for a certain board for extended periods of time without having to file separate requests. The request should indicate the following:
  - 1) The body for which notice is requested.
  - 2) The address to which said notice should be mailed.
- b) Such requests shall be valid for six months from the date of receipt or until a time specified by the requestor, whichever is shorter.
- c) Requests shall be directed to the Archives of the Associated Students.

**SECTION 07: POLICY REGARDING REQUESTS FOR PUBLIC RECORDS**

- a) The minutes of a public body are deemed public records. Requests for minutes and exhibits shall be subject to the following policy. Documents kept in the custody of University Archives are not subject to this policy.
- b) **FREE ACCESS:**  
The Associated Students shall endeavor to provide access for inspection to public records kept in its custody free of charge. Typically, the Associated Students will maintain custody of documents for five years after their production.
- c) **REQUESTS:**  
Requests for access to public records shall be filed with the Archives of the Associated Students. Requests which require extraordinary use of resources may be subject to the fee schedule in subsection (d) of this section.
- d) **FEE SCHEDULE:**
  - 1) Copies at \$0.10 per page.
  - 2) Persons who make requests that require extraordinary use of resources or personnel will be charged an hourly fee of \$11.00. Such extraordinary use of resources shall include, but is not limited to, searches that take in excess of 45 minutes, searches for archived documents, and copies for electronic audio recordings of meetings.
  - 3) Audio Recordings: \$5.00 per meeting.
  - 4) Persons making requests shall be advised of the foregoing fee schedule in advance of processing a request and provided with a fee estimate for the request.

**SECTION 08: AUTHENTICITY OF RECORDS**

- a) **DOCUMENT OF RECORD:**  
Except as otherwise provided by statute of the Associated Students or by law, only the designated original printed copy of agendas, minutes, legislation and other documents shall be considered the document of record.
- b) **SIGNATURE:**  
Documents requiring the affixal of a signature shall be official only when they bear an original signature of the proper official.

**SECTION 09: AGENDAS AND SUPPORTING MATERIAL**

- a) **AGENDAS:**  
The presiding officer of a public body under the jurisdiction of the Associated Students:
  - 1) shall have the appropriate power to set the agenda for the respective public body;
  - 2) shall publish and post agendas in accordance with the Nevada Open Meeting Law;
    - a. The presiding officer should refer to the NOML Handbook Compliance Checklist to ensure all steps are completed.<sup>1</sup>
  - 3) may direct the Office of the Secretary to distribute agendas and supporting material as necessary.

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<sup>1</sup> NOML Handbook Compliance Checklist (pages 8-14): <https://nevada.box.com/s/ke1sx5p0edevckei3mxalhajzlz03pql>

b) DEFINITION:

Supporting material includes, without limitation, any item provided to a public body for consideration of an agenda item. For the purposes of the Associated Students, this includes applications, budget requests, letters, and any other relevant documents.

c) DISTRIBUTION OF AGENDAS:

For the Senate and its committees only, the Office of the Secretary of the Senate shall:

- 1) distribute copies of the agenda and supporting material as directed; and
- 2) ensure that a copy of the agenda and supporting material are available for public inspection at a meeting.

d) CANCELLATION NOTICE AND ANNOUNCEMENT:

- 1) The Attorney General shall send a meeting cancellation notice to the presiding officer and the Secretary of the Senate no later than twenty-four hours before the meeting is to take place.
  - a. In the cancellation notice, the Attorney General must list what violation(s) occurred.
- 2) In the event of a meeting cancellation, the presiding officer shall make arrangements for the posting and distribution of a cancellation announcement.
- 3) To appeal a meeting cancellation, the presiding officer may file a charge sheet with the Judicial Council.

e) INVALIDATION NOTICE:

- 1) The Attorney General shall send a meeting invalidation notice to the presiding officer and the Secretary of the Senate.
  - a. In the invalidation notice, the Attorney General must list the violation(s) that occurred.
- 2) To appeal a meeting invalidation, the presiding officer may file a charge sheet with the Judicial Council.

f) CONTENT OF AGENDAS:

Each agenda shall contain the following elements, pursuant to the Open Meeting Law:

- 1) The time, place, and location of the meeting.
- 2) A list of locations where the notice was posted.
- 3) A list of all topics scheduled to be considered during the meeting including a clear description of each item on the agenda.
- 4) A clear denotation of items on which action may be taken.
- 5) An item designated for public comment. The agenda shall also include the following statement: "Action may not be taken on the matters considered during this period until specifically included on an agenda as an action item. Public comment may be limited to three minutes per person at the discretion of the chair. Public comment may be taken on each action item."
- 6) The following statement regarding consideration of agenda items out of the order presented: "Agenda items may be considered out of order at the discretion of the chair."
- 7) The following statement regarding assistance and accommodations for physically handicapped people: "The Associated Students supports providing equal access to all programs for people with disabilities. Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend the meeting. Please call the ASUN at 775/784-6589 in advance so that arrangements may be conveniently made."
- 8) The following statement regarding requests for supporting material: "Requests for supporting material for an agenda item should be directed to the Archives of the Associated Students. All other inquiries should be directed to [NAMER AND TITLE OF PRESIDING OFFICER] at\_\_\_\_\_."
- 9) The agenda need not contain a notice as to what time it was posted, but sufficient proof of posting in compliance with the Open Meeting Law shall be executed by the person who posted the agendas.

g) **POSTING OF AGENDAS:**

Agendas shall be posted in the following manner:

- 1) A copy shall be posted at:
  - i) the Offices of the Associated Students;
  - ii) the Frandsen Humanities Building;
  - iii) the Mathewson-IGT Knowledge Center; and
  - iv) the Pennington Student Achievement Center.
- 2) An electronic copy shall be posted on the ASUN Website.
- 3) Each copy shall be posted no later than 9 a.m. three working days prior to a meeting.
- 4) Only the current agenda and the prior meeting's agenda should remain posted at any physical location.
- 5) Proof of posting by the presiding officer must be filed with either the Secretary of the Senate or the Legislative Clerk no later than 9 a.m. three working days prior to the meeting. Filing of proof of posting shall consist of e-mailing timestamped images of the agenda on each of the posting location boards.

h) **PRINTING OF AGENDAS:**

The presiding officer, in conjunction with the Office of the Secretary, shall:

- 1) print and distribute a copy of the agenda and supporting material for each member of the public body; and
- 2) e-mail a copy of the agenda and supporting material to the members of the public body and to the Office of the Secretary of the Senate or the Archives of the Associated Students.

i) **TEMPLATE:**

The Office of the Secretary of the Senate and the Archives of the Associated Students is authorized to create a template for each public body to assist the presiding officer in the preparation of the agenda and to provide for a uniform appearance of government documents.

**SECTION 10: MINUTES**

The following policy shall be followed as it relates to the taking and filing of minutes.

a) **DEFINITION:**

In this section, "Secretary" means the person appointed to carry out the functions of the secretary of the public body.

b) **MINUTES:**

The Secretary shall:

- 1) take minutes at assigned meetings and as required by law;
- 2) make proper arrangements for the audio recording of each meeting; and
- 3) distribute paper or electronic copies of draft and approved minutes as needed, and exhibits only as requested, within 48 hours of the adjournment of the meeting and no later than 12 hours before the next scheduled meeting of the same body whenever possible.

c) **ABSENCE OF A SECRETARY:**

For meetings which a staff secretary has not been assigned or cannot attend, the committee/department shall appoint a member to act as Secretary:

- 1) The member designated to act as Secretary shall be the second person in comment at meeting
  - i. Executive Cabinet: Director of Executive Affairs
  - ii. Department of Clubs and Organizations: Assistant Director of Clubs and Organizations
  - iii. Department of Event Programming: Assistant Director of Budget and Assessment or Assistant Director for Marketing and Interns
  - iv. Department of IDEA: Assistant Director of IDEA
  - v. Department of Government Affairs: Assistant Director of Government Affairs
  - vi. Senate: Speaker Pro Tempore
  - vii. Judicial Council: Senior Associate Justice

- viii. Department of Sustainability: Assistant Director of Events and Community Projects
- 2) The member designated to act as Secretary shall:
  - i. Take minutes at each meeting as required by this Chapter and the appropriate law;
  - ii. Distribute paper or electronic copies in a manner equivalent to the staff secretary; and
  - iii. Perform all other duties determined to be necessary by the presiding officer and the Office of the Secretary of the Senate.
- d) The member who acts as Secretary on committees shall not be the custodian of documents. The Secretary of the Senate, acting jointly with the Archives of the Associated Students, shall be the custodian of documents, and the Secretary makes arrangements with the committee secretary for the proper filing of all records with the Archives of the Associated Students.
  - 1) All records taken by an acting secretary in their absence, shall be made available and accessible to the Senate Secretary
- e) **CONTENT OF MINUTES:**  
The minutes shall include the following:
  - 1) A record of the roll call at the beginning of the meeting which should make note of the presiding officer, the secretary recording the minutes, and the attendance of members. After any recess of a body, the minutes shall make note of the attendance of the members.
  - 2) On each motion, the disposition of the motion and the announced abstentions unless:
    - i. a division has been called, which would require the numerical count to be noted; or
    - ii. a roll call vote has been ordered, which would require the vote of each member to be recorded.
  - 3) The substance of all matters proposed, discussed or decided.
  - 4) The substance of remarks made during public comment and remarks.
  - 5) Any other item ordered to be included in the record.
- f) **DOCUMENTS:**  
In the process of maintaining the minutes, the Secretary shall:
  - 1) maintain an original file of exhibits to include the following:
    - i. Roll call vote tally sheets.
    - ii. Audience sign-in sheets.
    - iii. Reports to the body.
    - iv. Material submitted for the body's consideration.
    - v. Printed material from a member of the public who asks for the material to be included in the record, provided the material is relevant to the topic being considered.
    - vi. Other items ordered to be included with the record.
  - 2) publish signed draft minutes, after a board meeting, to be approved by that body:
    - i. present approved minutes to the presiding officer for signature;
    - ii. publish signed approved minutes after a board has approved the draft minutes; and
    - iii. provide the Secretary of the Senate with copies of draft and approved minutes.
- g) **TEMPLATE:**  
The Office of the Secretary of the Senate shall create a template to assist the Secretary in the production of the minutes and to provide for uniformity in government documents.

## **SECTION 11: PUBLICATION OF MINUTES**

- a) **DRAFT MINUTES STYLE AND FORMAT:**  
As a matter of style and format, draft minutes shall include the following elements:
  - 1) An indication on the title page and footer of each page that the minutes are draft in nature.

- 2) The original copy shall be stamped in the header on the title page with a DRAFT stamp.
- b) **APPROVED MINUTES STYLE AND FORMAT:**  
As a matter of style and format, approved minutes shall include the following elements:
  - 1) Removal of any draft reference.
  - 2) The original copy shall be stamped in the header on the title page with an APPROVED stamp.
- c) **NON-ORIGINAL ITEMS:**  
Any document included in the record that is not an original shall be stamped with a COPY stamp.
- d) **SIGNING OF MINUTES:**
  - 1) Draft minutes shall be signed only by the secretary who recorded the minutes.
  - 2) Approved minutes shall be signed by both the Secretary and the presiding officer.
- e) **ROLL CALL TALLY:**  
When a vote is taken by roll call, the presiding officer shall sign the tally sheet.
- f) **ELECTRONIC VERSION:**  
The original copy of both the draft and approved minutes shall be produced in searchable PDF format whenever possible and filed electronically with the Archives of the Associated Students.

#### **SECTION 12: PRINTING OF MINUTES**

- a) Draft minutes shall be provided in paper and electronic form to each member of a body.
- b) Approved minutes shall be provided in electronic form to each member of a body unless otherwise specified by the presiding officer.
- c) **DOUBLE-SIDED COPIES:**  
Any copy print of minutes shall be double-sided whenever feasible. Original copies shall be single-sided.

#### **SECTION 13: FILING OF DOCUMENTS; BOOK OF MINUTES**

- a) **FILING:**  
When the approved minutes of a meeting have been published, the following items shall be filed within 48 hours with the Archives of the Associated Students:
  - 1) The approved minutes.
  - 2) The exhibits to the minutes.
  - 3) A copy of the agenda.
- b) **BOOK OF MINUTES:**  
At the conclusion of each semester, the Office of the Secretary of the Senate, in conjunction with the Archives of the Associated Students, shall prepare a book of minutes for each body. The Book shall contain the original records listed below for each meeting in the following order:
  - 1) The agenda.
  - 2) Supporting material to the agenda.
  - 3) The approved minutes.
  - 4) The exhibits to the minutes.
  - 5) Miscellaneous material.

#### **SECTION 14: PRODUCTION AND FILING OF AUDIO RECORDINGS**

- a) The Associated Students shall audio record each meeting of a body subject to the Open Meeting Law under the jurisdiction of the Associated Students.
- b) The Secretary of a public body or a designated person shall be responsible for recording each meeting.
- c) The Office of the Secretary of the Senate, acting jointly with the Archives of the Associated Students, shall provide for the appropriate filing of each recording.

#### **SECTION 15: PUBLICATION OF DOCUMENTS ON THE INTERNET**

- a) It is the policy of the Associated Students to publish on the Web site of the Associated Students agendas, minutes, legislation, reports, governing documents, and any other document that, in the

opinion of the Secretary of the Senate (for the Senate and its committees) or the Legislative Clerk (for all other public bodies), acting jointly with the presiding officer of a public body, the public will benefit from by its publication.

- b) Documents shall be published in searchable PDF format whenever possible.
- c) The Office of the Secretary of the Senate shall provide for the publication of documents on the appropriate web site in coordination with the webmaster or other appropriate person.
- d) No document shall be published on the Internet without the appropriate redaction as may be required by law to ensure the confidentiality of certain information.

**SECTION 16: REFERENCE COPY OF MINUTES**

The Secretary of the Senate shall cause to be printed a reference copy of the minutes of each session of the Senate in a single book. The book need not contain copies of the exhibits to the minutes, but should include appropriate citations so the exhibits may be accessed. The minutes shall be paginated with consecutive numbers for the entirety of a session.

# TITLE X: PROCLAMATIONS

## CHAPTER 1001: PERMANENT SEAT

### **SECTION 01: PERMANENT SEAT OF GOVERNMENT**

The Joe Crowley Student Union shall be the permanent seat of government of the Associated Students.

### **SECTION 02: PUBLIC OFFICES AT SEAT OF GOVERNMENT**

All offices of the Association attached to the seat of government shall be exercised in the Joe Crowley Student Union, and not elsewhere, except as otherwise expressly provided by law.

### **SECTION 03: REMOVAL FROM SEAT OF GOVERNMENT**

In case of a catastrophic emergency at the seat of government, the President may permit and direct the removal of any or all the public offices to such place or places as the President shall deem most safe and convenient for conducting public business, but in no case shall the offices be removed from the City of Reno, Nevada.



## CHAPTER 1002: SEALS

### **SECTION 01: SEAL OF THE ASSOCIATED STUDENTS**

a) **DESIGN:**

There is a Seal of the Associated Students, the design of which is substantially as follows: In the center of the seal there must be a rendering of Morrill Hall. The date of the founding of the Association must be on the seal. In an outer circle, the words “Associated Students of the University of Nevada” must be engraved, the primary words to be printed in capital letters and the minor words to be in small capital letters. An appropriate border shall circle the entire group. The size of the seal must not be more than 2 inches in diameter.

b) **CUSTODY:**

The seal shall be kept in the custody of the Legislative Clerk of the Associated Students.

c) **USE:**

The seal shall be affixed by the Legislative Clerk to commissions, proclamations by the President, promulgation instruments of ratified amendments to the Constitution, and such other documents or instruments as the Legislative Clerk may determine require the affixal of the seal.

d) **REGULATIONS:**

The Legislative Clerk may promulgate regulations regarding the use of the seal not inconsistent with this Act.

### **SECTION 02: SEAL OF THE PRESIDENT**

There is a Seal of the President, the design of which shall be determined by the President.

# TITLE XI MANAGEMENT OF AGREEMENTS

## CHAPTER 1101: ASUN – GSA STUDENT EMERGENCY FUND AGREEMENT

### **SECTION 01: ESTABLISHMENT**

There is hereby established the ASUN-GSA Student Emergency Fund Agreement between the Graduate Student Association and the Associated Students of the University of Nevada.

### **SECTION 02: PURPOSE**

The purpose of the ASUN-GSA Student Emergency Fund Agreement is to provide funds for short-term student-needs including, but not limited to, student purchases of food, clothing, medication, or other essential items.

### **SECTION 03: AGREEMENT PARTY ROLES**

The role of the Associated Students in this agreement is to provide an annual percentage allotment of \$7,500 consistent with its constituents' percentage of the total student full-time equivalency. Should the fund not be emptied from the previous year, the Associated Students shall follow the above procedure to allot funds to bring the total annual allocation to \$7,500.

### **SECTION 04: AGREEMENT MANAGEMENT**

- a) The fund shall be managed by the Associated Students Vice President for Student Life Services or designee, hereafter referred to as the fund manager.
- b) The fund manager shall determine student eligibility for emergency funds.
- c) The President of the Associated Students and the President of the Graduate Student Association shall notify the fund manager no later than June 1st of the Association's decision to continue or discontinue to provide for the fund. Should a party elect to discontinue its funding, any remaining funds shall remain in the Emergency Fund to be distributed by the fund manager until the funds are exhausted.
- d) The fund manager shall make an annual report to the Senate of the Associated Students and the Graduate Student Association Council on the fund's expenditures and administration.

### **SECTION 05: AUTHORIZATION OF APPROPRIATIONS**

There are hereby authorized to be appropriated such sums as may be necessary to support this service.

## CHAPTER 1102: ASUN CAMPUS SAFETY AGREEMENT

### **SECTION 01: ESTABLISHMENT**

There is hereby created a new Chapter within the Statutes of the Associated Students to be titled 'ASUN Campus Safety Agreement'.

### **SECTION 02 PURPOSE**

The purpose of this chapter is to establish law for the ASUN Campus Safety Agreement.

### **SECTION 03: REVIEW**

This agreement shall be reviewed by the ASUN President and Senate prior to the approval of the budget for each fiscal year.

### **SECTION 04: POWERS OF THE PRESIDENT**

The President of the Associated Students, under the powers granted to the President by the constitution, has the power to enter into agreements on behalf of the Associated Students.

### **SECTION 05: AUTHORIZATION OF APPROPRIATIONS**

There are hereby authorized to be appropriated such sums as may be necessary to support this service.

# CHAPTER 1103: ASUN – NEVADA STATE UNDERGRADUATE RESEARCH JOURNAL

## **SECTION 01: MISSION STATEMENT**

The mission of the Nevada State Undergraduate Research Journal (NSURJ) shall to educate, support, and provide a competitive edge for all students in the NSHE system and Sierra Nevada College. This shall be accomplished by providing a universally accessible, student run, and highly selective peer reviewed journal specifically targeted at the undergraduate students of the NSHE system and Sierra Nevada College. Additionally, the ASUN shall maintain a mutually beneficial relationship with the University of Nevada's Office of Undergraduate Research, to facilitate research to be published in the journal.

## **SECTION 02: PURPOSE**

The purpose of NSURJ is to:

- a) Provide an outlet for the publication of original, undergraduate research.
- b) Review, critique, and prepare undergraduate submissions for professional publication.
- c) Promote undergraduate research and publication in NSHE and Sierra Nevada College

## **SECTION 03: STRUCTURE**

The following positions shall compromise the personnel of Research Journal.

- a) Faculty Advisor: There shall be one faculty advisor, appointed by the Vice President of Research, whose duties include:
  - 1) Overseeing the program, meeting regularly, acting in an advisory capacity to the students who the journal, and ensuring infrastructure is in place that will support the journal.
  - 2) Meet regularly with editors.
  - 3) Manage the NSURJ budget.
  - 4) Present the state of the journal at least once per year to the state.
  - 5) Make sure student editors complete a semesterly financial review before the Budget and Finance Committee.
- b) Senior Editors: There shall be no less than two senior editors.
  - 1) The senior editors shall be undergraduate students of upper class standing who represent a multiplicity of disciplines and fields.
  - 2) Senior editors shall be responsible for overseeing the publication process including solicitation, review, and acceptance or rejection.
  - 3) Senior editors shall be responsible for publishing and archiving final manuscripts and shall work with authors to prepare submissions to be reviewed by referees.
  - 4) Senior editors shall be responsible for seeing Associate Editors.
  - 5) Senior editors shall compile and present a summary report on the journal to the Senate Sub-Committee on Academics, as well as the faculty advisor and the advisor ex officio, within a month of journal publications or at the request of the Sub-Committee on Academics. The report shall include:
    - i) An overview of the published journal.
    - ii) A data summary on submissions including acceptance, rejection, and point of origin.
    - iii) Report on the current status of NSURJ as a department.
    - iv) The senior editor's recommendations proceeding forward.
  - 6) Associate Editors: There shall be no less than four Associate Editors.
    - i) Associate Editors shall be undergraduate students representing a multiplicity of disciplines and fields.
  - 7) Referees: There shall be no less than two referees selected for each submission.

- i) Referees shall be faculty or graduate students specifically selected by senior editors for their enterprise relevant to the content of the submission.
- ii) The referees shall review and critique the submission.
- iii) The referee shall then return the critiqued submission along with their suggestions to the editor.

# TITLE XII: ADVISORY BOARDS

## CHAPTER 1201: ADVISORY BOARDS

### **SECTION 01: ESTABLISHMENT**

The following shall be the process for establishing an advisory board:

- a) The Director of any department within the Association may establish by executive directive advisory boards for any purpose relating to the Director's department.
- b) The President of the Association may establish by executive directive advisory boards for any purpose relating to the Association.
- c) The Vice President of the Association may establish by executive directive advisory boards for any purpose relating to the Association upon notification to the executive cabinet of its purpose.
- d) The advisory board shall have no authority or power, and shall function only in an advisory manner.
- e) The executive directive forming an advisory board shall declare:
  - 1) The objective of the advisory board.
  - 2) The method for selecting members for the advisory board.
  - 3) A facilitator for the advisory board.
  - 4) The date of dissolution for the advisory board.

### **SECTION 02: DUTIES OF THE FACILITATOR**

The Facilitator shall be responsible for such duties typical of a facilitator for an advisory board and shall include but not be limited to:

- a) Coordinating advisory board meetings.
- b) Recording the attendance of board members.
- c) Preparing meeting reports for the President of the Association, the executive officer who established the board, and the Secretary of the Senate.

### **SECTION 03: REQUIREMENTS FOR THE FACILITATOR**

A Facilitator shall:

- a) Be a student of the University of Nevada.
- b) Meet the requirements for student employment.
- c) May be any inferior officer or employee of the Department.

### **SECTION 04: COMPENSATION OF ADVISORY BOARD**

The Facilitator and board members shall receive compensation for their work on the advisory board only in the form of refreshments offered during meetings of the advisory board.

### **SECTION 05: COMPLIANCE WITH NEVADA OPEN MEETING LAW**

An advisory board established by this Title must comply with Nevada Open Meeting Law.

### **SECTION 06: AUTHORIZATION OF APPROPRIATIONS**

There is hereby authorized to be appropriated such sums as are necessary to carry out the provisions of this Chapter.

# TITLE XIII: SCHOLARSHIPS

## CHAPTER 1301: SCHOLARSHIPS GENERALLY

### **SECTION 01: REGULATIONS**

Unless otherwise provided by law, regulation, or other rule of the Associated Students, the President may formulate and publish additional regulations as may be necessary to administer the scholarships funded by the Associated Students. When exercising such powers, the President shall notify the Senate Committee on Academics and Student Affairs.

### **SECTION 02: SCHOLARSHIPS NOT GOVERNED BY THE STATUTES**

When a scholarship is awarded by the Associated Students but has not been provided for in statute, the President shall establish a selection committee or delegate the administration to the Office of Financial Aid for the purpose of awarding the scholarship, in accordance with the terms of the scholarship.

### **SECTION 03: GENERAL STIPULATIONS**

Students shall not receive more than one scholarship for which ASUN funds with the exception of the ASUN Senate Textbook Scholarship and the ASUN General Scholarship Program.

### **SECTION 04: APPLICATION**

Students shall apply for ASUN funded scholarships through the general scholarship application administered by the Office of Financial Aid. Appropriate safeguards shall be implemented to ensure that confidential or sensitive applicant data is not compromised.

### **SECTION 05: PROMOTION OF ASUN SCHOLARSHIPS**

The ASUN shall make a concerted effort to ensure that all eligible students are made aware of the availability of ASUN-funded scholarships through a variety of means. It is the duty of the President of ASUN or the designee ensure that the Office of Financial Aid promotes ASUN funded scholarships.

### **SECTION 06: PUBLICATION OF RECIPIENTS**

The President shall publish the names of the recipients of each scholarship awarded by the Associated Students to be published in a medium that is suitable for the purpose of recognizing the recipients. Recipient names shall not be published without proper consent from each recipient.

### **SECTION 07: FUNDING OF AWARDS**

The ASUN shall meet the financial obligations of scholarships under this program, excluding the ASUN Senate Textbook Scholarship, through the following sources, in rank order:

- a) Interest earned from the ASUN Scholarship Endowments.
- b) The ASUN Endowment Income Account.
- c) An annual scholarship contribution from the ASUN Capital Account.

### **SECTION 08: CONTRIBUTIONS FROM THE ASUN CAPITAL ACCOUNT**

- a) ASUN shall make a contribution toward the funding of the scholarships established under this title, excluding the ASUN Senate Textbook Scholarship. Contributions made under this subsection shall be used to meet any unmet scholarship obligations before being used for any other purpose.
- b) Thereafter, funds remaining in the annual contribution shall be applied toward the principal in the ASUN Scholarship Endowment.
- c) The Director of the Associated Students is directed to make the appropriate funds transfers to

carry out the provisions of this program.

- d) The annual contribution is \$100,000.00. The contribution may be reduced to cover the costs of the awards if funding the full contribution would put the Capital Account below \$100,000.00.

**SECTION 09: RESERVATION OF RIGHTS**

The ASUN reserves the right to modify the program at any time.



## CHAPTER 1302: ASUN GENERAL STUDENT SCHOLARSHIP PROGRAM

### **SECTION 01: ESTABLISHMENT**

There is established the ASUN General Student Scholarship Program.

### **SECTION 02: SELECTION**

Selection of recipients is hereby delegated to the Office of Financial Aid.

### **SECTION 03: SCHOLARSHIP AWARDS**

- a) **NUMBER AND AMOUNT OF AWARD:**  
There is to be awarded five scholarships valued at \$1,000 each.
- b) **PERIOD OF AWARD:**  
Scholarships under this section shall be for a period of one academic year and may not be renewed.
- c) **PAYMENT OF AWARD:**  
Scholarships awarded under this section shall be paid half each semester beginning with the fall semester after being awarded.

### **SECTION 04: INITIAL ELIGIBILITY**

To be eligible for a scholarship under this section, a student shall:

- a) Be a member of the Association.
- b) Have at least a 2.75 grade point average at the time of the award of the scholarship.
- c) Be enrolled in at least 12 credits.
- d) Have attained junior standing.

### **SECTION 05: CONTINUING ELIGIBILITY**

All recipients shall maintain at least a 2.75 GPA and be enrolled in at least 12 credits during the term of the award.

### **SECTION 06: NAMES OF AWARDS**

All scholarships under this chapter awarded by the Office of Financial Aid shall bear the designation "ASUN General Scholarship".

## CHAPTER 1303: ASUN DAY CARE SCHOLARSHIP

### **SECTION 01: ESTABLISHMENT**

There is established the ASUN Day Care Scholarship.

### **SECTION 02: SELECTION**

Selection of recipients is hereby delegated to the Office of Financial Aid.

### **SECTION 03: SCHOLARSHIP AWARDS**

- a) **NUMBER AND AMOUNT OF AWARD:**  
There shall be awarded three scholarships valued at \$1,000 each.
- b) **PERIOD OF AWARD:**  
Scholarships under this chapter shall be for a period of one academic year and may not be renewed.
- c) **PAYMENT OF AWARD:**  
Scholarships awarded under this chapter shall be paid half each semester beginning with the fall semester after being awarded.

### **SECTION 04: INITIAL ELIGIBILITY**

To be eligible for a scholarship under this chapter, a student shall:

- a) Be a member of the Association.
- b) Have at least a 2.75 cumulative grade point average at the time of the award of the scholarship.
- c) Be enrolled in at least 12 credits.

### **SECTION 05: CONTINUING ELIGIBILITY**

All recipients shall maintain at least a 2.75 GPA and be enrolled in at least 12 credits during the term of the award.

### **SECTION 06: BASIS OF AWARD**

The selection of recipients shall be based on applicants meeting the aforementioned eligibility requirements and the need for day care financial support.

### **SECTION 07: NAME OF AWARD**

All scholarships under this chapter awarded by the Office of Financial Aid shall bear the designation "ASUN Day Care Scholarship".

## CHAPTER 1304: JOHN WRIGHT INTERNATIONAL INCENTIVE AWARD

### **SECTION 01: ESTABLISHMENT**

There is established the John Wright International Incentive Award.

### **SECTION 02: SELECTION**

Selection of recipients is hereby delegated to the Office of Financial Aid.

### **SECTION 03: SCHOLARSHIP AWARDS**

- a) **NUMBER AND AMOUNT OF AWARD:**  
There shall be awarded three scholarships valued at \$500 each.
- b) **PERIOD OF AWARD:**  
Award under this chapter shall be for a period of one academic year and may not be renewed.
- c) **PAYMENT OF AWARD:**  
Awards awarded under this chapter shall be paid half each semester beginning with the fall semester after being awarded.

### **SECTION 04: INITIAL ELIGIBILITY**

To be eligible for an award under this chapter, a student shall:

- a) Be a member of the Association.
- b) Have at least a 2.75 grade point average at the time of the award of the scholarship.
- c) Be enrolled in at least 12 credits.

### **SECTION 05: CONTINUING ELIGIBILITY**

All recipients shall maintain at least a 2.75 GPA and be enrolled in at least 12 credits during the term of the award.

### **SECTION 06: BASIS OF AWARD**

The selection of recipients shall be based on the following characteristics of the applicant:

- a) Promotion of foreign cultures at the university.
- b) High interest in international affairs.
- c) Cumulative GPA and class standing.

### **SECTION 07: NAME OF AWARD**

All scholarships under this chapter awarded by the Office of Financial Aid shall bear the designation "ASUN John Wright International Incentive Award".

## CHAPTER 1305: MAHMOUD “MIKE” HENDI PUBLIC SERVICE SCHOLARSHIP

### **SECTION 01: ESTABLISHMENT**

There is established the Mahmoud “Mike” Hendi Public Service Scholarship Program.

### **SECTION 02: SELECTION**

Selection of recipients is hereby delegated to the Office of Financial Aid.

### **SECTION 03: SCHOLARSHIP AWARDS**

- a) **NUMBER AND AMOUNT OF AWARD:**  
There shall be awarded one scholarship, valued at \$1,000.
- b) **PLAQUE:**  
The recipient of the scholarship shall also receive a plaque of recognition.
- c) **PERIOD OF AWARD:**  
The scholarship under this chapter shall be for a period of one academic year and may not be renewed.
- d) **PAYMENT OF AWARD:**  
The scholarship awarded under this chapter shall be paid half each semester beginning with the fall semester after being awarded.

### **SECTION 04: INITIAL ELIGIBILITY**

To be eligible for a scholarship under this chapter, a student shall:

- a) Be a member of the Association.
- b) Have at least a 2.75 grade point average at the time of the award of the scholarship.
- c) Be enrolled in at least 12 credits.

### **SECTION 05: CONTINUING ELIGIBILITY**

The recipient shall maintain at least a 2.75 GPA and be enrolled in at least 12 credits during the term of the award.

### **SECTION 06: BASIS OF AWARD**

The selection of the recipient shall be based on the applicant’s promotion of community spirit, public service, and quest to make the university a safer learning environment.

### **SECTION 07: ANNOUNCEMENT O AWARD**

The announcement of the recipient of the scholarship shall be made at the Honor the Best reception.

### **SECTION 08: NAME OF AWARD**

All scholarships under this chapter awarded by the Office of Financial Aid shall bear the designation “ASUN Mike Hendi Scholarship”.

## CHAPTER 1306: ASUN NONTRADITIONAL STUDENT SCHOLARSHIP

### **SECTION 01: ESTABLISHMENT**

There is established the ASUN Nontraditional Student Scholarship.

### **SECTION 02: SELECTION**

Selection of recipients is hereby delegated to the Office of Financial Aid.

### **SECTION 03: SCHOLARSHIP AWARDS**

- a) **NUMBER AND AMOUNT OF AWARD:**  
There shall be awarded three scholarships valued at \$500 each.
- b) **PERIOD OF AWARD:**  
Scholarships under this chapter shall be for a period of one academic year and may not be renewed.
- c) **PAYMENT OF AWARD:**  
Scholarships awarded under this chapter shall be paid half each semester beginning with the fall semester after being awarded.

### **SECTION 04: INITIAL ELIGIBILITY**

To be eligible for a scholarship under this chapter, a student shall:

- a) Be a member of the Association.
- b) Have at least a 2.75 grade point average at the time of the award of the scholarship.
- c) Be enrolled in at least 12 credits.
- d) Be at least 25 years old.

### **SECTION 05: CONTINUING ELIGIBILITY**

All recipients shall maintain at least a 2.75 GPA and be enrolled in at least 12 credits during the term of the award.

### **SECTION 06: BASIS OF AWARD**

The selection of the recipients shall be based on the need of the applicants. For the purpose of this award, nontraditional students may be, but are not limited to:

- a) Students with dependents other than a spouse
- b) Students who work full time
- c) Students who did not enroll immediately after high school

### **SECTION 07: NAME OF AWARD**

All scholarships under this chapter awarded by the Office of Financial Aid shall bear the designation "ASUN Nontraditional Student".

## CHAPTER 1307: ASUN PART-TIME STUDENT SCHOLARSHIP

### **SECTION 01: ESTABLISHMENT**

There is established the ASUN Part Time Student Scholarship.

### **SECTION 02: SELECTION**

Selection of recipients is hereby delegated to the Office of Financial Aid.

### **SECTION 03: SCHOLARSHIP AWARDS**

- a) **NUMBER AND AMOUNT OF AWARD:**  
There shall be awarded two scholarships valued at \$500 each.
- b) **PERIOD OF AWARD:**  
Scholarships under this chapter shall be for a period of one academic year and may not be renewed.
- c) **PAYMENT OF AWARD:**  
Scholarships awarded under this chapter shall be paid half each semester beginning with the fall semester after being awarded.

### **SECTION 04: INITIAL ELIGIBILITY**

To be eligible for a scholarship under this chapter, a student shall:

- a) Be a member of the Association.
- b) Have at least a 2.75 grade point average at the time of the award of the scholarship.
- c) Be enrolled in at least 7 and no more than 11 credits at the time of application.

### **SECTION 05: CONTINUING ELIGIBILITY**

All recipients shall maintain at least a 2.75 GPA and be enrolled in at least 7 credits during the term of the award.

### **SECTION 06: BASIS OF AWARD**

The selection of recipients shall be based upon the need of the applicants.

### **SECTION 07: NAME OF AWARD**

All scholarships under this chapter awarded by the Office of Financial Aid shall bear the designation "ASUN Part Time Student Scholarship".

## CHAPTER 1308: ASUN TRANSFER STUDENT BOOK FUNDS

### SECTION 01: ESTABLISHMENT

There is established the ASUN Transfer Student Book Fund.

### SECTION 02: SELECTION

Selection of recipients shall be decided by the Committee on Academics and Student Affairs by the first Friday of the semester each year based on the answers provided in the book fund application and at the committee's discretion.

### SECTION 03: SCHOLARSHIP AWARDS

a) NUMBER AND AMOUNT OF AWARD:

There shall be awarded three book scholarships valued at up to \$500 each (2 awarded in the Fall, 1 in the Spring).

b) PERIOD OF AWARD: These book scholarships shall be for a period of one academic semester (spring or fall) and may be renewed for one additional semester (fall or spring).

c) PAYMENT OF AWARD: Scholarships awarded under this chapter shall be awarded through the Wolfshop and will pay up to \$500 each semester for books and other academic items in the Wolfshop by the second week of the semester.

### SECTION 04: ELIGIBILITY

To be eligible for a scholarship under this chapter, a student shall:

a) Be a member of the Association.

b) Have at least a 3.20 grade point average from the student's previous institution at the time of the award of the scholarship.

c) Be enrolled in at least 12 credits.

d) Entering their first or second fall or spring semester at the university as a Transfer Student.

### SECTION 05: CONTINUING ELIGIBILITY

All recipients shall maintain at least a 2.75 GP A and be enrolled in at least 12 credits during the term of the award.

### SECTION 06: BASIS OF AWARD

The purpose of this award is to give transfer students merit based incentive and lead the way in creating transfer student merit-based aid at the University.

### SECTION 07: NAME OF AWARD

All scholarships under this chapter awarded by the Office of Financial Aid shall bear the designation "ASUN Transfer Student".

## CHAPTER 1309: PAUL QUINLAN MEMORIAL SCHOLARSHIP

### **SECTION 01: ESTABLISHMENT**

There is established the Paul Quinlan Memorial Scholarship.

### **SECTION 02: SELECTION**

Selection of recipients is hereby delegated to the Office of Financial Aid.

### **SECTION 03: SCHOLARSHIP AWARDS**

- a) **NUMBER AND AMOUNT OF AWARD:**  
There shall be awarded five scholarships valued at \$1,000 each.
- b) **PERIOD OF AWARD:**  
Scholarships under this chapter shall be for a period of one academic year and may not be renewed.
- c) **PAYMENT OF AWARD:**  
Scholarships awarded under this chapter shall be paid half each semester beginning with the fall semester after being awarded.

### **SECTION 04: ELIGIBILITY**

To be eligible for a scholarship under this chapter, a student shall:

- a) Be a member of the Association.
- b) Have at least a 2.75 grade point average at the time of the award of the scholarship.
- c) Be enrolled in at least 9 credits.

### **SECTION 05: CONTINUING ELIGIBILITY**

All recipients shall maintain at least a 2.75 GPA and be enrolled in at least 9 credits during the term of the award.

### **SECTION 06: BASIS OF AWARD**

Recipients shall meet the aforementioned eligibility requirements and shall be selected solely on their unselfish active involvement on the university campus and community as a whole.

### **SECTION 07: NAME OF AWARD**

All scholarships under this chapter awarded by the Office of Financial Aid shall bear the designation "ASUN Paul Quinlan".



## CHAPTER 1310: ASUN STUDENT WITH A DISABILITY SCHOLARSHIP

### **SECTION 01: ESTABLISHMENT**

There is established the ASUN Student with a Disability Scholarship.

### **SECTION 02: SELECTION**

Selection of recipients is hereby delegated to the Office of Financial Aid.

### **SECTION 03: SCHOLARSHIP AWARDS**

- a) **NUMBER AND AMOUNT OF AWARD:**  
There shall be awarded two scholarships valued at \$1,000 each.
- b) **PERIOD OF AWARD:**  
Scholarships under this chapter shall be for a period of one academic year and may not be renewed.
- c) **PAYMENT OF AWARD:**  
Scholarships awarded under this chapter shall be paid half each semester beginning with the fall semester after being awarded.

### **SECTION 04: INITIAL ELIGIBILITY**

To be eligible for a scholarship under this chapter, a student shall:

- a) Be a member of the Association.
- b) Have at least a 2.50 grade point average at the time of the award of the scholarship.
- c) Be enrolled in at least 6 credits.

### **SECTION 05: CONTINUING ELIGIBILITY**

All recipients shall maintain at least a 2.50 GPA and be enrolled in at least 6 credits during the term of the award.

### **SECTION 06: BASIS OF AWARD**

The selection of recipients shall be based on applicant need and documented possession of a disability.

### **SECTION 07: NAME OF AWARD**

All scholarships under this chapter awarded by the Office of Financial Aid shall bear the designation "ASUN Disability Scholarship".

## CHAPTER 1311: TOM DAVIES SCHOLARSHIP

### **SECTION 01: ESTABLISHMENT**

There is established the Tom Davies Book Scholarship Program.

### **SECTION 02: SELECTION**

Selection of recipients is hereby delegated to the Office of Financial Aid.

### **SECTION 03: SCHOLARSHIP AWARDS**

a) **NUMBER AND AMOUNT OF AWARD:**

The Committee shall be responsible for selecting not more than five to receive \$1,000 each, \$500 per semester.

b) **PERIOD OF AWARD:**

Scholarships under this section shall be for a period of one academic year and may not be renewed.

c) **PAYMENT OF AWARD:**

Scholarships awarded under this section shall be paid half each semester beginning with the fall semester after being awarded.

d) **FORFEITURE OF UNUSED FUNDS:**

Any funds allocated to a recipient not used by the end of the semester shall roll over to the subsequent semester, but only if that semester falls in the same academic year.

### **SECTION 04: INITIAL ELIGIBILITY**

To be eligible for a scholarship under this section, a student shall:

- a) Be a member of the Association.
- b) Have at least a 2.75 grade point average at the time of the award of the scholarship.
- c) Be enrolled in at least 12 credits.

### **SECTION 05: CONTINUING ELIGIBILITY**

All recipients shall maintain at least a 2.75 GPA and be enrolled in at least 12 credits during the term of the award.

### **SECTION 06: NAME OF AWARD**

All scholarships under this chapter awarded by the Office of Financial Aid shall bear the designation "ASUN Tom Davies Scholarship".

## CHAPTER 1312: ASUN SENATE TEXTBOOK FUND

### **SECTION 01: ESTABLISHMENT**

There is established the ASUN Senate Textbook fund.

### **SECTION 02: SELECTION**

Number and Amount of Award: The Dean of Students office shall decide the amount awarded on a case-by-case basis.

### **SECTION 03: INITIAL ELIGIBILITY**

To be eligible for funds under this chapter, a student shall:

- a) Be a member of the Association.

### **SECTION 04: CONTINUING ELIGIBILITY**

The selection of recipients shall be based on financial need, exhaustion of financial aid, or dire need.

### **SECTION 05: BASIS OF AWARD**

The ASUN shall meet the financial obligations of scholarships under this program through an allocation of 5 percent of the Associated Students' share of the annual profit transfer from the ASUN Wolf Shop.

### **SECTION 06: FUNDING OF AWARD**

The Dean of Students Office shall manage and administer this fund. The Dean of Students will report to the ASUN Senate each Fall and Spring semester.

### **SECTION 07: BASIS OF AWARD**

All scholarships under this chapter awarded by the Office of Financial Aid shall bear the designation "ASUN Senate Textbook Fund".

## CHAPTER 1313: ASUN ACADEMIC SCHOLARSHIP PROGRAM

### SECTION 01: ESTABLISHMENT

There is established the ASUN Academic Scholarship Program.

### SECTION 02: SELECTION

Selection of recipients is hereby delegated to the Office of Financial Aid.

### SECTION 03: SCHOLARSHIP AWARDS

- a) NUMBER AND AMOUNT OF AWARD:  
There are to be awarded 100 scholarships valued at \$1,000 each.
- b) PERIOD OF AWARD:  
Scholarships under this chapter shall be for a period of one academic year and may be renewed.
- c) ALLOCATION OF AWARDS:  
One-half of the scholarships shall be distributed equally to each college or school of the University. The remaining half shall be distributed on an at-need basis to the colleges so long as the recipients meet the award criteria.
- d) PAYMENT OF AWARD:  
Scholarships awarded under this chapter shall be paid half each semester beginning with the fall semester after being awarded.

### SECTION 04: INITIAL ELIGIBILITY

To be eligible for a scholarship under this chapter, a student shall:

- a) Be a member of the Association.
- b) Have at least a 3.00 grade point average at the time of the award of the scholarship.
- c) Be enrolled in at least 12 credits.
- d) Have attained junior standing.

### SECTION 05: CONTINUING ELIGIBILITY

All recipients shall maintain at least a 3.00 GPA and be enrolled in at least 12 credits during the term of the award.

### SECTION 06: NAME OF AWARDS

- a) Except as provided in paragraph (b), all scholarships under this program through the University General Scholarship Fund shall bear the designation "ASUN Academic Scholarship".
- b) Pursuant to the Resolution of the Senate agreed to January 20, 2007, and to the terms of this program, scholarships allocated to the Reynolds School of Journalism shall bear the designation "ASUN, Dean Cole Campbell Memorial Scholarship".

## CHAPTER 1314: SENATOR WILLIAM “BILL” RAGGIO, CHAMPION OF HIGHER EDUCATION, ASUN SCHOLARSHIP

### SECTION 01: ESTABLISHMENT

There is established the Senator William “Bill” Raggio, Champion of Higher Education, ASUN Scholarship.

### SECTION 02: SELECTION

Selection of recipients is hereby delegated to the Office of Financial Aid.

### SECTION 03: SCHOLARSHIP AWARDS

a) NUMBER AND AMOUNT OF AWARD:

The Committee shall be responsible for selecting five recipients to receive \$1,500 each.

b) CERTIFICATE:

The recipient of the award shall also receive a certificate honoring his accomplishment, which shall also include a summary of the legacy of Senator Bill Raggio.

c) PERIOD OF AWARD:

The scholarship under this section shall be for a period of one academic year and may not be renewed.

d) PAYMENT OF AWARD:

The scholarship awarded under this section shall be paid in half each semester beginning with the fall semester after being awarded.

### SECTION 04: INITIAL ELIGIBILITY

To be eligible for a scholarship under this section, a student shall:

a) Be a member of the Association.

b) Have at least a 3.25 grade point average at the time of the award of the scholarship.

c) Be enrolled in at least 12 credits.

### SECTION 05: CONTINUING ELIGIBILITY

All recipients shall maintain at least a 3.25 GPA and be enrolled in at least 12 credits during the term of the award.

### SECTION 06: BASIS OF AWARD

The selection of the recipient shall be based on the applicant’s academic achievements, participation in university activities, and an adequate demonstration of need.

### SECTION 07: NAME OF AWARD

All scholarships under this chapter awarded by the Office of Financial Aid shall bear the designation “ASUN Bill Raggio Scholarship”.

## CHAPTER 1315: GOVERNOR KENNY GUINN, NEVADA'S EDUCATION GOVERNOR, ASUN SCHOLARSHIP

### **SECTION 01: ESTABLISHMENT**

There is established the Governor Kenny Guinn, Nevada's Education Governor, ASUN Scholarship.

### **SECTION 02: SELECTION COMMITTEE**

Selection of recipients is hereby delegated to the Office of Financial Aid.

### **SECTION 03: SCHOLARSHIP AWARDS**

- a) **NUMBER AND AMOUNT OF AWARD:**  
The Committee shall be responsible for selecting five recipients to receive \$1,500 each.
- b) **CERTIFICATE:**  
The recipient of the award shall also receive a certificate honoring his accomplishment, which provides a brief history surrounding the legacy of Governor Kenny Guinn.
- c) **PERIOD OF AWARD:**  
The scholarship under this section shall be for a period of one academic year and may be renewed.
- d) **PAYMENT OF AWARD:**  
The scholarship awarded under this section shall be paid in half each semester beginning with the fall semester after being awarded.

### **SECTION 04: INITIAL ELIGIBILITY**

To be eligible for a scholarship under this section, a student shall:

- a) Be a member of the Association.
- b) Have at least a 2.75 grade point average at the time of the award of the scholarship.
- c) Be enrolled in at least 12 credits.

### **SECTION 05: CONTINUING ELIGIBILITY**

All recipients shall maintain at least a 2.75 GPA and be enrolled in at least 12 credits during the term of the award.

### **SECTION 06: BASIS OF AWARD**

The selection of the recipient shall be based on the applicant's involvement in the campus and local community as well as adequate demonstration of need.

### **SECTION 07: NAME OF AWARD**

All scholarships under this chapter awarded by the Office of Financial Aid shall bear the designation "ASUN Kenny Guinn".

## CHAPTER 1316: NEVADA STUDENT LEADER ASUN SCHOLARSHIP

### **SECTION 01: ESTABLISHMENT**

There is established the Nevada Student Leader ASUN Scholarship.

### **SECTION 02: SELECTION COMMITTEE**

Selection of recipients is hereby delegated to the Office of Financial Aid.

### **SECTION 03: SCHOLARSHIP AWARDS**

- a) **NUMBER AND AMOUNT OF AWARD:**  
The Committee shall be responsible for selecting five recipients to receive \$1,000 each.
- b) **PERIOD OF AWARD:**  
The scholarship under this section shall be for a period of one academic year and may not be renewed.
- c) **PAYMENT OF AWARD:**  
The scholarship awarded under this section shall be paid half each semester beginning with the fall semester after being awarded.

### **SECTION 04: INITIAL ELIGIBILITY**

To be eligible for a scholarship under this section, a student shall:

- a) Be a member of the Association.
- b) Have at least a 3.00 grade point average at the time of the award of the scholarship.
- c) Be enrolled in at least 12 credits.

### **SECTION 05: CONTINUING ELIGIBILITY**

All recipients shall maintain at least a 3.00 GPA and be enrolled in at least 12 credits during the term of the award.

### **SECTION 06: BASIS OF AWARD**

The selection of the recipient shall be based on the applicant's involvement in the campus and local community, as well as his demonstration of leadership skills, through participation in diverse activities, including, but not limited to, on-campus volunteer work, leadership roles in ASUN clubs, organizations and government activities, leadership roles in individual college-based, academic, or extra-curricular activities.

### **SECTION 07: NAME OF AWARD**

All scholarships under this chapter awarded by the Office of Financial Aid shall bear the designation "ASUN Student Leader".

## CHAPTER 1317: ASUN UNITY SCHOLARSHIP

### **SECTION 01: ESTABLISHMENT**

There is established the ASUN Unity Scholarship.

### **SECTION 02: SELECTION COMMITTEE**

Selection of recipients is hereby delegated to the Office of Financial Aid.

### **SECTION 03: SCHOLARSHIP AWARDS**

- a) **NUMBER AND AMOUNT OF AWARD:**  
There is to be awarded five scholarships valued at \$1,000 each.
- b) **PERIOD OF AWARD:**  
Scholarships under this section shall be for a period of one academic year and may be renewed.
- c) **PAYMENT OF AWARD:**  
Scholarships awarded under this section shall be paid half each semester beginning with the fall semester after being awarded.

### **SECTION 04: INITIAL ELIGIBILITY**

To be eligible for a scholarship under this section, a student shall:

- a) Be a member of the Association.
- b) Have at least a 2.75 grade point average at the time of the award of the scholarship.
- c) Be enrolled in at least 12 credits.

### **SECTION 05: CONTINUING ELIGIBILITY**

All recipients shall maintain at least a 2.75 GPA and be enrolled in at least 12 credits during the term of the award.

### **SECTION 06: BASIS OF AWARD**

The selection of the recipient shall be based on the applicants' efforts to unify diverse groups and individuals of differing identities at the campus and community level, with preference given to non-predominant identities included but not limited to gender, sexual orientation, ethnic, cultural, and ability/disability identities.

### **SECTION 07: NAME OF AWARD**

All scholarships under this chapter awarded by the Office of Financial Aid shall bear the designation "ASUN Unity".



## CHAPTER 1318: THE JOHN MACKAY SCHOLARSHIP, ASUN SCHOLARSHIP

### **SECTION 01: ESTABLISHMENT**

There is established the ASUN John Mackay Scholarship

### **SECTION 02: SELECTION COMMITTEE**

Selection of recipients is hereby delegated to the Office of Financial Aid.

### **SECTION 03: SCHOLARSHIP AWARDS**

- a) **NUMBER AND AMOUNT OF AWARD:**  
The Committee shall be responsible for selecting one recipient to receive \$1,000.
- b) **PERIOD OF AWARD:**  
The scholarship under this section shall be for a period of one academic year and may not be renewed.
- c) **PAYMENT OF AWARD:**  
The scholarship awarded under this section shall be paid half each semester beginning with the fall semester after being awarded.

### **SECTION 04: INITIAL ELIGIBILITY**

To be eligible for a scholarship under this section, a student shall:

- a) Be a member of the Association.
- b) Have at least a 3.00 grade point average at the time of the award of the scholarship.
- c) Be enrolled in at least 12 credits.

### **SECTION 05: CONTINUING ELIGIBILITY**

All recipients shall maintain at least a 3.00 GPA and be enrolled in at least 12 credits during the term of the award.

### **SECTION 06: BASIS OF AWARD**

The selection of the recipient shall be based on the applicant's involvement in the campus and local community as well as adequate demonstration of need.

### **SECTION 07: NAME OF AWARD**

All scholarships under this chapter awarded by the Office of Financial Aid shall bear the designation "ASUN John Mackay".

## CHAPTER 1319: BATTLE BORN SCHOLARSHIP

### **SECTION 01: ESTABLISHMENT**

There is established the Battle Born Scholarship.

### **SECTION 02: SELECTION COMMITTEE**

Selection of recipients is hereby delegated to the Office of Financial Aid.

### **SECTION 03: SCHOLARSHIP AWARDS**

a) **NUMBER AND AMOUNT OF AWARD:**

There is to be awarded three scholarships valued at \$2,000 each.

b) **PERIOD OF AWARD:**

Scholarships under this section shall be for a period of one academic year and may be renewed.

c) **PAYMENT OF AWARD:**

Scholarships awarded under this section shall be paid half each semester beginning with the fall semester after being awarded.

### **SECTION 04: INITIAL ELIGIBILITY**

To be eligible for a scholarship under this section, a student shall:

- a) Be a member of the Association.
- b) Be a Veteran of a branch of the US Armed forces, having served at least 170 hours.
- c) Have at least a 2.75 grade point average at the time of the award of the scholarship.
- d) Be enrolled in at least 12 credits.

### **SECTION 05: CONTINUING ELIGIBILITY**

All recipients shall maintain at least a 2.75 GPA and be enrolled in at least 12 credits during the term of the award.

### **SECTION 06: BASIS OF AWARD**

The selection of the recipient shall be based on the applicants' commitment to continued education, involvement on campus and in the community with preference given shown need.

### **SECTION 07: NAME OF AWARD**

All scholarships under this chapter awarded by the Office of Financial Aid shall bear the designation "ASUN Veteran's".

## CHAPTER 1320: AMY M. KOECKES CIVIC ENGAGEMENT SCHOLARSHIP

### **SECTION 01: ESTABLISHMENT**

There is established the Amy M. Koeckes Civic Engagement Scholarship.

### **SECTION 02: SELECTION COMMITTEE**

Selection of recipients is hereby delegated to the Office of Financial Aid.

### **SECTION 03: SCHOLARSHIP AWARDS**

- a) **NUMBER AND AMOUNT OF AWARD:**  
There is to be awarded three scholarships valued at \$1,000 each.
- b) **PERIOD OF AWARD:**  
Scholarships under this section shall be for a period of one academic year and may be renewed.
- c) **PAYMENT OF AWARD:**  
Scholarships awarded under this section shall be paid half semester beginning with the fall semester after being rewarded.

### **SECTION 04: INITIAL ELIGIBILITY**

To be eligible for a scholarship under this section, a student shall:

- a) Be a member of the Association.
- b) Have at least a 2.75 grade point average of the award of the scholarship.
- c) Be enrolled in at least 12 credits.

### **SECTION 05: CONTINUING ELIGIBILITY**

All recipients shall maintain at least a 2.75 GPA and be enrolled in at least 12 credits during the term of the award.

### **SECTION 06: BASIS OF AWARD**

The selection of the recipient shall be based on the applicants' continued commitment to enhancing the University of Nevada's contributions to the public good through both political and non-political processes.

### **SECTION 07: NAME OF AWARD**

All scholarships under this chapter awarded by the Office of Financial Aid shall bear the designation "ASUN Civic Engagement".

# TITLE XIV: THE ARCHIVES

## CHAPTER 1401: THE ARCHIVES

### **SECTION 01: ESTABLISHMENT**

There is established the Archives of the Associated Students (or ASUN Archives), which shall be managed and compiled by the Legislative Clerk and the Office of the Secretary in conjunction with the Director, the Associate Director of Marketing & Media and the Coordinator of Technical Projects and support for the Associated Students of the University of Nevada.

### **SECTION 02: PURPOSE**

The purpose of the Archives is to provide the ASUN with a comprehensive institutional memory. The Archives shall gather, organize, maintain, preserve, and make accessible for study and use the records of the ASUN and the history of the Association.

### **SECTION 03: CONTENT OF THE ARCHIVES**

The Archives shall incorporate the following records and materials:

- a) **ESSENTIAL DOCUMENTS:**
  - 1) Agendas and minutes of the ASUN Senate; bound and organized chronologically and indexed.
  - 2) A chronological file of all ASUN resolutions, statutes, policies, and regulations enacted or promulgated.
  - 3) Records of ASUN Judicial Council cases and opinions including copies of charge sheets, written briefs and documents used in each case, and final judgments of the Council.
  - 4) Copies of the annual budgets of the ASUN and any related and clarifying budget material.
  - 5) Agendas and minutes of all standing ASUN boards and committees including Senate committees.
  - 6) At least one photograph of every elected official.
- b) **SUPPLEMENTARY DOCUMENTS:**
  - 1) The Archives shall be the central repository of any ASUN materials related to the history, activities, operations, and events of the ASUN. The Archives should develop and maintain:
    - i) A record file for each ASUN program, office, operation, and activity.
    - ii) A biographical file indexing the names of participants in the ASUN and identifying those records related to their participation.
    - iii) A master reference index for all materials contained in the Archives.

### **SECTION 04: COLLECTION, ORGANIZATION, AND MAINTENANCE OF MATERIALS**

- a) All records, documents, reports, and other potential archival material in the ASUN shall be evaluated by the ASUN Legislative Clerk before it is discarded. No material shall be discarded without prior review. All material which an office or program decides to remove from its files or records shall come under the jurisdiction of the Legislative Clerk.
- b) The chairpersons of the organizations listed in Section 03.a (Senate, Judicial Council, and any standing Boards and Committees) shall be individually responsible for ensuring that the documents listed are promptly and regularly provided to the Archives.
- c) The ASUN Director shall have general and overall responsibility for ensuring that records and other potential archival materials are provided to the Archives in a timely and complete manner. The ASUN Director shall frame and enforce regulations necessary to the fulfillment of this

provision.

- d) The Association shall annually budget appropriations which, at a minimum, are sufficient for the collection, organization, and safe and accessible storage of those essential documents listed in Section 04.
- e) Those documents and records listed in Section 03.a shall be available for review and duplication by any member of the Association. The Legislative Clerk shall set rules and regulations which provide for this public access and security of the records.
- f) The ASUN Legislative Clerk shall designate a staff member of the ASUN Administration, after consultation with the President and Director of ASUN, along with such other staff assistance as may be needed for compiling and maintaining the Archives.
- g) The Legislative Clerk shall prepare and present to the Senate each year both a report on the progress of the Archives and budget requests for Archive funding.

**SECTION 05: TRANSFER OF MATERIALS TO UNIVERSITY ARCHIVES**

- a) To the extent required by law, the Archives shall maintain its records according to the Retention Schedule mandated under NRS 239.
- b) The Archives shall comply with institutional policies governing the archival of public records and shall, to the extent it is desirable or required, use the University Archives.

# TITLE XV: LEGAL SERVICES

## CHAPTER 1501: LEGAL SERVICES

### **SECTION 01: ESTABLISHMENT**

There is hereby established the Legal Services department within the Association.

### **SECTION 02: MISSION**

The mission of Legal Services is to provide legal support for the students of the Association by allowing for basic legal information to be provided to the students by licensed attorneys and referrals to said attorneys.

### **SECTION 03: DIRECTOR**

- a) **ESTABLISHMENT:**  
There is hereby established the position of Director of Legal Services
- b) **DUTIES:**  
The Director is the head of the Department and shall have the direction, authority, and control over it.
- c) **COMPENSATION:**  
The Director shall be compensated at a rate determined by the Senate within the Budget of the Association and disbursed through university approved student employee payroll dates.

### **SECTION 04: ASSISTANT DIRECTOR**

- a) **ESTABLISHMENT:**  
There is hereby established the position of Assistant Director of Legal Services
- b) **DUTIES:**  
Assist the Director of Legal Services.
- c) **COMPENSATION:**  
The Assistant Director shall be compensated at a rate determined by the Senate within the Budget of the Association and disbursed through university approved student employee payroll dates.

### **SECTION 05: ATTORNEY ON STAFF**

There shall be a professional attorney on staff, whose purpose is to provide legal advice.

### **SECTION 06: AUTHORIZATION OF APPROPRIATIONS**

There is hereby authorized to be appropriated such sums as may be necessary for the support of Legal Services.

## CHAPTER 1502: STUDENT ADVOCACY

### SECTION 01: ESTABLISHMENT

There is established an independent Office of Student Advocacy within the Legal Services Program. The head of the office is the Student Advocate.

### SECTION 02: PLACEMENT

The position shall be advertised as an open position within the Association. Applications shall be submitted to the Business Manager of the Association and be hired in accordance with normal hiring practices for other student employees within the Association, and specifically procedures similar to the hiring of the Director of Legal Services.

### SECTION 03: MISSION

It is the mission and charge of the Office of the Student Advocate to facilitate open and honest communication between students and the University by providing free and confidential peer support, advice, and assistance to any student, student organization, or student group involved in a dispute with the University or any other entity within the University community. All staff members of the Office shall be empowered to advocate for any student requesting the services of the Office. It is the responsibility of the Office to give students the tools and information necessary to empower them to either address their situation individually, or be assisted by an Office staff member. In addition, the Office of the Student Advocate shall be empowered to promote students' rights, as well as be empowered to challenge policies of the University on behalf of the students of the University.

### SECTION 04: POWERS AND DUTIES

The Student Advocate has the following powers and duties:

- a) Provide oversight and direction to the Office of Student Advocacy.
- b) Educate the student body about student rights, University and Associated Students policies, laws, regulations, procedures, and promote awareness of the availability of support and assistance services offered both by the Office, Associated Students and the University at large.
- c) Be available to provide non-partisan assistance and support to any student, student group, or student organization involved in disciplinary actions with the University of Nevada, Reno, and be empowered to challenge University policies on their behalf.
- d) Present the position of the Associated Students to the University's administration concerning student rights, campus rules, and other areas of student conduct.
- e) Act as the official liaison between the Office and all other entities.
- f) Shall direct all Office publicity and outreach efforts.
- g) Shall create, conduct, and implement specialized projects relating to the agenda of the Office for the given year.
- h) Shall create regulations governing the conduct of the Office when a conflict of interest arises.

### SECTION 05: TRAINING

The Student Advocate must be trained in conflict resolution or mediation and on all laws, policies, regulations, and rules relevant to the Office.

### SECTION 06: ASSISTANCE TO LEGAL SERVICES FUNCTIONS

The Student Advocate shall be a member within the Office of Legal Services and shall provide assistance to that Office as may be necessary.

### SECTION 07: REPRESENTATION TO STUDENTS IN ASSOCIATION MATTERS

- a) The Office may provide information to any student who wishes to file an action against the Government of the Association but shall not provide direct representation in an action.

- b) The Office may provide direct representation to a student who is being prosecuted or challenged by the Government of the Association.

**SECTION 08: CONFIDENTIALITY OF SERVICES**

The Office shall maintain the confidentiality regarding its services as is required by law. The Office shall provide for such guidelines to carry out this mandate.

Confidentiality may be waived by a student only by an explicit written waiver.

**SECTION 09: AUTHORIZATION OF APPROPRIATIONS**

There is hereby authorized to be appropriated such sums as are necessary to carry out the provisions of this Chapter.



# TITLE XVI: PACK RIDES

## CHAPTER 1601: PACK RIDES

### **SECTION 01: ESTABLISHMENT**

There is hereby a transportation service offered within the Association called Pack Rides.

### **SECTION 02: PURPOSE**

The purpose of the service is to provide safe transportation during the evening hours for students on or around campus.

### **SECTION 03: ADMINISTRATION**

The service shall be administered by the Coordinator of Pack Rides.

### **SECTION 04: AUTHORIZATION OF APPROPRIATIONS**

There is hereby authorized to be appropriated such sums as may be necessary to support this service.

# TITLE XVII: SOUND AND LIGHTS

## CHAPTER 1701: SOUND AND LIGHTS

### **SECTION 01: ESTABLISHMENT**

There is hereby established a service offered within the Association called Sound and Lights.

### **SECTION 02: PURPOSE**

The purpose of the service is to provide sound and light equipment and the personnel to operate said equipment.

### **SECTION 03: DIRECTOR**

- a) **ESTABLISHMENT:**  
There is hereby established the position of Director of Sound and Lights.
- b) **DUTIES:**  
The Director is the head of Sound and Lights and shall have direction, authority, and control over the service.
- c) **COMPENSATION:**  
The Director shall be compensated at a rate determined by the Senate within the Budget of the Association and disbursed through university approved student employee payroll dates.

### **SECTION 04: SOUND AND LIGHTS TECHNICIANS**

- a) **ESTABLISHMENT:**  
There is hereby such a number of Sound & Light Technicians as needed for the operation of the service.
- b) **DUTIES:**  
A Sound & Light Technician is under the direct authority of the Director and shall assist the Director in the operation of the service.
- c) **COMPENSATION:**  
A Sound & Light Technician shall be compensated at a rate determined by the Senate within the Budget of the Association and disbursed through university approved student employee payroll dates.
- d) **APPOINTMENT:**  
The Director has the authority to hire and dismiss Sound & Light Technicians pursuant to State and Federal Law.

### **SECTION 05: AUTHORIZATION OF APPROPRIATIONS**

There is hereby authorized to be appropriated such sums as may be necessary to support this service.

# TITLE XVIII: INKBLOT MARKETING

## CHAPTER 1801: INKBLOT MARKETING

### **SECTION 01: ESTABLISHMENT**

There is hereby a graphic design and marketing service offered within the Association called Inkblot Marketing.

### **SECTION 02: PURPOSE**

The purpose of the service is to provide:

- a) Traditional, digital, and promotional marketing for the Departments, programs, services, and Clubs & Organizations of the Association.
- b) Marketing for the Departments, programs, services, and Clubs & Organizations of the Association.

### **SECTION 03: DIRECTOR OF MARKETING**

- a) ESTABLISHMENT:  
There is hereby the position of Director of Marketing and Inkblot Marketing.
- b) DUTIES:  
The Director of Marketing is the head of Inkblot Marketing and shall have the direction, authority, and control over it.
- c) COMPENSATION:  
The Director of Marketing shall be compensated at a rate determined by the Senate within the Budget of the Association and disbursed through university approved student employee payroll dates.

### **SECTION 04: INFERIOR POSITIONS**

- a) ESTABLISHMENT:  
There is hereby authorized to be established any positions as necessary for the operation of Inkblot Marketing.
- b) APPOINTMENT:  
The Director of Marketing has the authority to hire and dismiss any inferior positions created within this section pursuant to State and Federal Law.

### **SECTION 05: AUTHORIZATION OF APPROPRIATIONS**

There is hereby authorized to be appropriated such sums as may be necessary to support this service.

# TITLE XIX: SUBSIDIARY EMPLOYEES

## CHAPTER 1901: SUBSIDIARY EMPLOYEES

### **SECTION 01: AUTHORIZATION**

There is hereby authorized the creation of employee positions as are necessary for the operation of the Association.

### **SECTION 02: ADMINISTRATION**

The employees shall be administered by the Office of the President or delegated to the Professional Staff, or the appropriate Government Official, pursuant to State and Federal Law.

### **SECTION 03: APPROVAL OF SENATE**

The Senate shall grant approval of any created position by appropriating funding for said position within the budget of the Association.

### **SECTION 04: POSITIONS COVERED BY THIS TITLE**

The following employee positions are covered by this Title:

- a) Webmaster.
- b) Club Resource Manager.
- c) Accounting Technicians.
- d) Front Desk Staff.
- e) Any other position created pursuant to Section 01 of this Chapter.

### **SECTION 05: AUTHORIZATION OF FUNDS**

There is hereby authorized to be appropriated such sums as may be necessary to support these positions.

# TITLE XX: ASUN PACK PROVISIONS

## CHAPTER 2001: ASUN PACK PROVISIONS

### **SECTION 01: ESTABLISHMENT**

There is hereby established the ASUN Pack Provisions between the Graduate Student Association and the Associated Students of the University of Nevada.

### **SECTION 02: PURPOSE**

The purpose of the ASUN Pack Provisions Agreement is to provide assistance for undergraduate and graduate students experiencing financial hardship in the form of food items donations.

### **SECTION 03: OPERATIONS**

This agreement shall be reviewed by the ASUN President and Senate prior to the approval of the budget for each fiscal year.

### **SECTION 04: ADMINISTRATION AND MANAGEMENT**

The Associate Vice President (AVP) for Student Life Services, or the designee of the AVP for Student Life Services, shall be the first point of contact for students to gain access to the Food Pantry.

- a) The AVP, or designee, will determine eligibility for Food Pantry resources.
- b) The AVP, or designee, will provide vouchers to eligible students to be presented to the appropriate ASUN/Student Engagement representative for access to Food Pantry resources.

### **SECTION 05: AUTHORIZATION OF APPROPRIATIONS**

There are hereby authorized to be appropriated such sums as may be necessary to support this service.

# TITLE XXI: ASUN UNDERGRADUATE RESEARCH PROGRAM

## CHAPTER 2101: ASUN UNDERGRADUATE RESEARCH GRANT

### **SECTION 01: ESTABLISHMENT**

There is hereby established the ASUN Undergraduate Research Grant.

### **SECTION 02: PURPOSE**

The purpose of the ASUN Undergraduate Research Grant is to provide opportunities for the undergraduate students of the University of Nevada to conduct academic research.

### **SECTION 03: SELECTION**

The selection of recipients of the ASUN Undergraduate Research Grant shall be differed to the discretion of the University of Nevada's Office of Undergraduate Research, with the condition that two members of the Association sit on the selection committee.

### **SECTION 04: FUNDING**

The ASUN Undergraduate Research Grant will be funded as a line-item within the ASUN General Fund beginning in Fiscal Year 2013. All changes to the funding level of this line-item must follow the guidelines as set out in S.B. 79-30 and in SAS Title IV.

### **SECTION 05: CONTRIBUTION FROM THE ASUN GENERAL FUND**

- a) The University of Nevada's Office of Undergraduate Research shall be given authority to access funds from the ASUN Undergraduate Research Grant line-item within the ASUN General Fund.
- b) Appropriations for the ASUN Undergraduate Research Grant line-item must be no less than \$25,000.
- c) The Director of the Associated Students is directed to delegate spending authority to the appropriate departments and individuals in order to carry out the provisions of this program.

### **SECTION 06: AGREEMENT BETWEEN PARTIES**

For this program to become legitimate, ASUN and the Office of Undergraduate Research must agree to the terms of this program.

### **SECTION 07: DISBURSEMENT OF INFORMATION**

- a) The ASUN, in conjunction with the Office of Undergraduate Research, shall make a concerted effort to ensure that all eligible students are made aware of the availability of grants funded jointly through The ASUN and The Office of the Vice President of Research through a variety of means. It is the duty of the Committee on Academics and Student Affairs to see that the following tasks are carried out efficiently and effectively.
- b) During the first three weeks that grant forms are available for each new application period, ASUN shall advertise said grants in the predominant campus publication(s), electronic and print. The same shall be done during the two weeks leading up to the date grant applications are due.
- c) Additionally, it is mandated that an email be sent out in regards to the grants, specifically from ASUN, to all students on the undergraduate list-serve, informing them of the grants and linking to the applications. This shall be done the first week that the applications are available and shall be a

separate email from the one distributed by Financial Aid. The message will make it clear that these are grants specifically funded by the Associated Students of the University of Nevada and by the Office of the Vice President of Research. A similar email shall be sent out as a reminder the week before applications are due.

- d) The ASUN shall ensure that promotional materials in regards to the grants are available to students during the time leading up to the application deadlines.
- e) The extent to which grants shall be advertised is not limited by those mandated in the preceding. The ASUN shall actively seek out effective ways to reach students in regards to these grant opportunities.

**SECTION 08: RESERVATION OF RIGHTS**

The ASUN reserves the right to modify this program at any time.

## CHAPTER 2102: ASUN UNDERGRADUATE RESEARCH JOURNAL

### **SECTION 01: ESTABLISHMENT OF THE JOURNAL**

There is hereby established the University of Nevada and ASUN Undergraduate Research Journal.

### **SECTION 02: PURPOSE**

The purpose of this Journal is to provide opportunities to the undergraduate students of the University of Nevada to publish conduct academic research.

### **SECTION 03: SELECTION**

Submissions will be open year-round; however, publication will only occur twice yearly. Any submission submitted after either deadline will be published in the following edition.

### **SECTION 04: AGREEMENT BETWEEN PARTIES**

For this program to become legitimate, ASUN and the Office of Undergraduate Research must agree to the terms of this program.

### **SECTION 05: ADVERTISEMENT**

The ASUN government shall make a concerted effort to appropriately advertise this journal. Special emphasis shall be placed on making those actively engaged in research activities aware of the journal's existence and purpose

### **SECTION 06: RESERVATION OF RIGHTS**

The ASUN reserves the right to modify this program at any time.



# TITLE XXII: ASUN PACK INTERNSHIP GRANT PROGRAM

## CHAPTER 2201: ASUN PACK INTERNSHIP GRANT PROGRAM

### **SECTION 01: ESTABLISHMENT**

There is hereby established the ASUN Pack Internship Grant Program.

### **SECTION 02: PURPOSE**

The purpose of the ASUN Pack Internship Grant Program is to provide grants for the undergraduate students of the University of Nevada to intern with partners in the community.

### **SECTION 03: SELECTION**

The selection of recipients of the ASUN Pack Internship Grant shall be at the discretion of the Nevada Career Studio, with the condition that two members of the Association sit on the selection committee. The selection process shall be transparent and competitive.

### **SECTION 04: FUNDING**

The ASUN Pack Internship Grant Program will be funded from the Work Grant's line-item within the ASUN General Fund. All changes to the funding level of this line-item must follow the guidelines as set out in S.B. 79-30 and in SAS Title V.

### **SECTION 05: CONTRIBUTION FROM THE ASUN GENERAL FUND**

- a) Appropriations for the Work Grant's line-item must be no less than \$30,000.
- b) The University of Nevada Career Studio shall be given authority to access funds from the ASUN Pack Internship Program Grant line-item within the ASUN General Fund.
- c) The Director of the Associated Students is directed to delegate spending authority to the appropriate departments and individuals in order to carry out the provisions of this program.

### **SECTION 06: AGREEMENT BETWEEN PARTIES**

For this program to become legitimate, ASUN and the Nevada Career Studio must establish a formal agreement, outlining the terms and conditions for the partnership, at the outset of the program.

### **SECTION 07: STAKEHOLDERS**

The Pack Internship Grant Program identifies the following parties to be stakeholders in the program: the undergraduate students, University leadership, academic deans and departments, ASUN, Career Studio, Reno business community, and parents of undergraduate students.

### **SECTION 08: DISBURSEMENT OF INFORMATION**

- a) ASUN, in conjunction with the Nevada Career Studio, shall make a concerted effort to ensure that all eligible students are made aware of the availability of grants funded jointly through ASUN and the Nevada Career Studio through a variety of means. It is the duty of the Committee on Academics and Student Affairs to see that the following tasks are carried out efficiently and effectively.
- b) During the first three weeks that grant forms are available for each new application period, ASUN shall advertise said grants in the predominant campus publication(s), electronic and print. The

- same shall be done during the two weeks leading up to the date grant applications are due.
- c) ASUN shall ensure that promotional materials in regards to the grants are available to students during the time leading up to the application deadlines.
  - d) The extent to which grants shall be advertised is not limited by those mandated in the preceding. ASUN shall actively seek out effective ways to reach students in regards to these grant opportunities.

**SECTION 09: RESERVATION OF RIGHTS**

ASUN reserves the right to modify this program at any time.

# TITLE XXIII: VOTER INITIATIVES

## CHAPTER 2301: VOTER INITIATIVES

### **SECTION 01: ESTABLISHMENT**

There is hereby established the implementation of voter initiatives.

### **SECTION 02: MISSION**

Through the use of student voter initiatives Nevada Students will be more involved within local politics and thus have a larger influence on our surrounding area.

### **SECTION 03: STRUCTURE**

Voter initiatives shall be maintained by the following personnel:

- a) The Department of Government Affairs shall oversee and maintain all operations of voter initiatives and act in an advisory capacity to the students who use voter initiative services. The Department of Government Affairs shall also market and implement voter initiative services.
- b) The Chair of the Senate Committee on Democratic Civic Engagement shall provide any legislative assistance to the Director of Government Affairs regarding voter initiatives.
- c) The Senate shall assist the Department of Government Affairs with voter outreach and voter initiatives upon request by the Director of Government Affairs.

### **SECTION 04: CONTRIBUTION FROM THE ASUN GENERAL FUND**

- a) The President of the Associated Students is directed to delegate spending authority to the appropriate departments and individuals in order to carry out the provisions of this program.

### **SECTION 05: AUTHORIZATION OF APPROPRIATIONS**

There is hereby authorized to be appropriated such sums as may be necessary to support this service.

### **SECTION 06: TERMINATION OF SERVICES**

ASUN shall not be responsible for paying for any mailings or other fees towards voter initiatives upon a student's graduation or inactive status.

### **SECTION 07: RESERVATION OF RIGHTS**

The ASUN reserves the right to modify or terminate the program at any time.

# TITLE XXIV: ASUN FACULTY OF THE YEAR AWARD

## CHAPTER 2401: ASUN FACULTY OF THE YEAR AWARD

### **SECTION 01: ESTABLISHMENT**

There is established the ASUN Faculty of the Year Award

### **SECTION 02: PURPOSE**

The purpose of the ASUN Faculty of the Year Award is to recognize exceptional University of Nevada Faculty.

### **SECTION 03: REGULATIONS**

Unless otherwise provided by law, regulation, or other rule of the Associated Students, the ASUN Senate Committee on Academics and Student Affairs may formulate and publish additional regulations as may be necessary to administer the ASUN Faculty of the Year Award.

### **SECTION 04: AWARD**

The chosen winners shall receive a plaque of recognition and legislation naming them the ASUN Faculty of the Year presented to the recipients during the annual ASUN Banquet.

### **SECTION 05: RESERVATION OF RIGHTS**

The ASUN reserves the right to modify the program at any time.

### **SECTION 06: PURVIEW**

The Senate Committee on Academics and Student Affairs holds purview over the selection of award recipients from applications received.

- a) The Committee Chair shall be responsible for placing successful applications on the next possible Committee on Academics and Student Affairs Agenda.

### **SECTION 07: APPLICATIONS**

Students and faculty shall submit nominations of a University of Nevada, Reno faculty member for the award to the Committee on Academics and Student Affairs. The Committee is responsible for creating appropriate channels for students to submit applications.

### **SECTION 08: BASIS OF THE AWARD**

The selection of the recipients shall be based on their impact on the learning environment of students, the University, or their community.

### **SECTION 09: PROMOTION**

The ASUN shall make a concerted effort to inform all possible applicants through a variety of mediums.

### **SECTION 10: PUBLICATION OF RECIPIENTS**

The ASUN Committee on Academics and Student Affairs shall publish the names of award recipients in a manner suitable for their recognition. The names of the recipients shall not be published without their proper consent.

# TITLE XXV: iLEAD NEVADA MENTORSHIP PROGRAM

## CHAPTER 2501: iLEAD NEVADA MENTORSHIP PROGRAM

### **SECTION 01: ESTABLISHMENT**

There is hereby established the iLead Nevada Mentorship Program.

### **SECTION 02: MISSION**

The iLead Nevada Mentorship Program is a program that offers leadership-building opportunities for first/second year students and first year transfer students. The iLead Nevada Mentorship program helps students maximize their leadership potential, develop a close-knit and meaningful community of individuals, teach students the importance of civic engagement and empower them to give back to the community. It provides students with information about the leadership opportunities across campus, gives each student an upperclassmen mentor to help them with academics, social, and leadership development, and promotes a culture of service and leadership development on the University of Nevada campus. The goals of this program will be administered through meetings, workshops, public speaking activities, and more.

### **SECTION 03: STRUCTURE**

The program will be generally overseen by the Director of Executive Affairs. The Director of Executive Affairs will provide an outline, schedule and curriculum for the program by August of each year, train the mentors, organize a retreat for the mentors and leaders, and in general have purview over the operations and execution of the program. The following elements should also be organized and in place as a part of the program: weekly leader meetings, workshops conducted by mentors on relevant topics, a presentation to the group by each of the leaders at the weekly meetings, leadership personality tests, a civic engagement project, and a book for the curriculum, which will be reviewed with the leaders at their weekly meetings by the Director of Executive Affairs.

### **SECTION 04: SELECTION**

Applications for mentors will open at the end of each spring semester. Applications will be reviewed and chosen by the Director of Executive Affairs along with a staff member from the ASUN Center for Student Engagement. A maximum of 25 mentors will be selected. Mentors will receive three mandatory training sessions prior to the beginning of the fall semester, which will be organized by the Director of Executive Affairs. Only rising Juniors and Seniors may apply to be a mentor. Applications for “leaders” will open prior to the first summer orientation session and stay open until the end of the second week of the fall semester. Applications will be reviewed and chosen by the Director of Executive Affairs along with a staff member from the ASUN Center for Student Engagement. Only first and second-year students, or first-year transfer students, may apply to be a leader. A maximum of 50 leaders will be selected.

### **SECTION 05: AUTHORIZATION OF APPROPRIATIONS**

There is hereby authorized to be appropriated such sums as may be necessary for the support of this program.

# TITLE XXVI: SUSTAINABLE NEVADA INITIATIVE FUND

## CHAPTER 2601: SUSTAINABLE NEVADA INITIATIVE FUND

### **SECTION 01: ESTABLISHMENT**

There is hereby established the Sustainable Nevada Initiative Fund (SNIF).

### **SECTION 02: MISSION**

The Sustainable Nevada Initiative Fund is the University of Nevada's environmental grant program. Students from all academic disciplines and departments are invited to propose projects that enhance the sustainability of our campus and community. SNIF awards grants to projects that have the highest potential for sustainable impact and success as long as it follows ASUN, UNR, and NSHE funding guidelines.

### **SECTION 03: STRUCTURE**

The application will open in September of each year and remain open until the first day of the Spring semester. The Director of Sustainability has full discretion to open and reopen the application. The Director of Sustainability will organize and appoint members to the SNIF Committee. The Committee will complete its review process and select the winning grant proposals by the end of the senate session on which it was applied.

### **SECTION 04: COMMITTEE STRUCTURE**

The committee will consist of the President, the Director of Sustainability, the Assistant Director of Sustainability, a professor with a background in environmental science, a representative from Facilities, a representative from the Student Services Division, and any other members that the Director of Sustainability deems necessary.

### **SECTION 05: PROPOSAL SELECTION**

The committee may select as many proposals that can be funded with the amount allotted by the President in the ASUN budget.

### **SECTION 06: AUTHORIZATION OF APPROPRIATIONS**

There is hereby authorized to be appropriated such sums as may be necessary for the support of this service.

# TITLE XXVII: ASUN STOLES

## CHAPTER 2701: ASUN STOLES

### **SECTION 01: ELIGIBILITY**

To be eligible to receive an ASUN Stole under this section, an officer must:

- a) Be elected to any of the following positions while a member of the Association and serve a full term in that role: President, Vice President, or Senator.
- b) Be appointed to an executive or judicial position for a full session.

### **SECTION 02: DISQUALIFICATION**

Despite satisfying one or more of the eligibility criteria contained in Section 01 of this chapter, an officer will be disqualified from receiving a stole if one or more of the following provisions apply:

- a) The officer did not serve the entirety of the term that the officers were elected or appointed to due to resignation, termination, impeachment, or recall.
- b) The officer did not serve for a minimum of six months in the position of which the said officer held.

### **SECTION 03: MAINTAINING INVENTORY**

- a) There shall be a minimum inventory of forty (40) stoles in the ASUN offices.
- b) The inventory must be replenished within three weeks after the spring and winter commencement ceremonies, if necessary.
- c) Stoles will be distributed no earlier than three weeks prior to commencement.

### **SECTION 04: AUTHORIZATION OF APPROPRIATIONS**

There is hereby authorized to be appropriated such sums as may be necessary for the purchase of stoles. Stoles shall be purchased from the account for the department an officer works for.

# TITLE XXVIII: REMOVAL OF ASUN OFFICERS

## CHAPTER 2801: IMPEACHMENT AND TRIAL

### SECTION 01: ESTABLISHMENT

- a) There is hereby established a procedure for the impeachment process for elected and appointed ASUN officers.
- b) There is hereby established a procedure for the removal process for elected and appointed ASUN officers.
- c) There is hereby established the power to begin impeachment in the Executive and Judicial Branches of the ASUN Government.
- d) There is hereby established the power to begin the impeachment of a Senator in the Standing Committee on Oversight.
- e) There is hereby established the grounds for impeachment or recall.

### SECTION 02: PURPOSE

The purpose of the procedure for impeachment and removal is:

- a) To outline how members of the Association may begin the process of investigating ASUN officers for malfeasance, or failure to discharge the powers and duties of office.
- b) Clarify the section of the Constitution of the Associated Students that mentions aspects of the impeachment of ASUN officers.
- c) To create the process for how an ASUN officer can be impeached.
- d) To establish the procedure on the removal of ASUN officers.

### SECTION 03: CONSTITUTION

Article II, Section 05 of the Constitution of the Associated Students state the following provisions in regard to impeachment:

- a) The Senate shall have the power of impeachment.
- b) The Senate shall have the power to try all impeachments. When sitting for that purpose, they shall be on oath or affirmation. The Chief Justice shall preside over impeachments of executive officers. The Vice President shall preside over impeachments of judicial officers/ No person shall be convicted without the concurrence of two-thirds of the Senators present.
- c) Judgement in cases of impeachment shall not extend further than removal from office, and disqualification to hold any office of honor, trust or profit under the Associated Students.

### SECTION 04: GROUNDS FOR REMOVAL

The following are the grounds that are required in order to file for impeachment or recall:

- a) Malfeasance
- b) Failure to discharge the powers and duties of the office

### SECTION 05: THE LEGISLATIVE BRANCH

#### a) IMPEACHMENT:

- 1) A charge sheet will be filed with the Senate Standing Committee on Oversight.
  - i. Any officer of the Association may file with the Standing Committee on Oversight.
  - ii. Students that are not ASUN officers must follow the proceedings outlined in the Constitution regarding recall elections and petitions.
- 2) An investigation will begin by the Senate Committee on Oversight as designated by Rule X (Standing Committee Duties) in the Rules of the Senate.



- 3) The Committee on Oversight will vote whether to impeach the ASUN officer in question by a two-thirds (2/3) vote of the present members.
    - i. If the Committee on Oversight votes in favor of impeachment, the officer is now impeached and will appear in Senate for trial.
  - 4) The Impeachment trial will appear as an item on the agenda for the Senate of the Associated Students.
  - 5) The Senate holds the power to try all impeachments and will vote whether to remove the impeached officer after hearing the proponents and defendants' opinions.
    - i. The removal of an officer requires a two-thirds (2/3) vote of the present members of the Senate.
  - 6) If the Senate of the Associated Students votes in favor of removal from office, a second motion and vote must be held to determine the severity of the punishment.
    - i. The Constitution of the Associated Students states that the judgement of impeachments shall not extend further than removal from office, and disqualification to hold any office of honor, trust or profit under the Associated Students.
- b) THE IMPEACHMENT TRIAL AND REMOVAL:
- 1) The Speaker of the Senate will add the impeachment trial to the agenda.
    - i. The format and headings of the agenda regarding the impeachment trial will be up to the discretion of the Speaker; however, the proceedings of the actual trial must follow what is outlined in this section of the Statutes of the Associated Students.
  - 2) The Speaker will seek a motion to approve the impeachment trial of the impeached officer and there must be a second.
  - 3) The gavel will then be passed to the Chief Justice who will preside over the trial.
    - i. The Speaker of the Senate will become a voting member of the body due to the gavel being passed.
  - 4) The Chief Justice will call the proceedings in the following order:
    - i. Introduction of the case to the Senate Body
    - ii. Presentation of the proponent opinion done by the Attorney General
    - iii. The floor will be opened to questions from the Senate Body
    - iv. Presentation of the defendant's opinion done by the officer in questions
    - v. The floor will be opened to questions from the Senate Body
    - vi. The Senate Body will deliberate and vote
    - vii. If the officer is removed, a second vote will occur to determine the punishment
    - viii. The verdict will be given by the Chief Justice
  - 5) The gavel will be passed back to the Speaker of the Senate and the meeting will continue according to the agenda.

#### **SECTION 06: THE EXECUTIVE BRANCH**

- a) The Head of a Department within the Executive Branch holds the power to remove any appointed officer under the Department's jurisdiction.
  - 1) The President may remove any appointed officer within the President's Cabinet.
  - 2) Director may only remove officer that are in their respective department and were hired under the Director's discretion.
- b) IMPEACHMENT:
  - 1) A charge sheet will be filed with the Judicial Council.
  - 2) An Investigation will begin by the Senate Committee on Oversight as designated by Rule X (Standing Committee Duties) in the Rules of the Senate.
    - i. The Judicial Council will notify the Committee on Oversight that the individual needs to be investigated due to an impeachment inquiry.
  - 3) The Judicial Council will then vote using the information from the charge sheet and a report from the Senate Standing Committee on Oversight whether to impeach the officer in questions.
  - 4) If the Judicial Council rules by a majority in favor of impeachment, the officer is now

- impeached.
- 5) The impeachment trial will appear as an item on the agenda for the Senate of the Associated Students.
  - 6) The Senate holds the power to try all impeachments and will vote whether to remove the impeached officer after hearing the proponents and defendants' opinions.
    - i. The removal of an officer requires a two-thirds vote of the present members of the Senate.
  - 7) If the Senate of the Associated Students votes in favor of removal from office, a second motion and vote must be held to determine the severity of the punishment.
    - i. The Constitution of the Associated Students states that the judgement of impeachments shall not extend further than removal from office, and disqualification to hold any office of honor, trust or profit under the Associated Students.
- c) **IMPEACHMENT TRIAL AND REMOVAL:**
- 1) The Speaker of the Senate will add the impeachment trial to the agenda.
    - i. The format and headings of the agenda regarding the impeachment trial will be up to the discretion of the Speaker; however, the proceedings of the actual trial must follow what is outlines in this section of the Statutes of the Associated Students.
  - 2) The Speaker will seek a motion to approve the impeachment trial of the impeached officer and there must be a second.
  - 3) The gavel will be passed to the Chief Justice who will preside over the trial.
    - i. The Speaker of the Senate will become a voting member of the body due to the gavel being passed.
  - 4) The Chief Justice will call the proceedings in the following order:
    - i. Introduction of the case to the Senate Body
    - ii. Presentation of the proponent opinion done by the Chair of the Committee on Government Operations (per SAS Chapter 302, Section 01, Rules 3, Line 3)
    - iii. The floor will be opened to questions from the Senate Body
    - iv. Presentation of the defendant's opinion done by the officer in question
    - v. The floor will be opened to questions from the Senate Body
    - vi. The Senate Body will deliberate and vote
    - vii. If the officer is removed, a second vote will occur to determine the punishment
    - viii. The verdict will be given by the Chief Justice
  - 5) The gavel will be passed back to the Speaker of the Senate and the meeting will continue according to the agenda.

## **SECTION 07: THE JUDICIAL BRANCH**

### a) **IMPEACHMENT:**

- 1) A charge sheet will be filed with the President's Cabinet.
- 2) An investigation will begin by the Senate Committee on Oversight as designated by Rule X (Standing Committee Duties) in the Rules of the Senate.
  - i. The President's Cabinet will notify the Committee on Oversight that the individual needs to be investigated due to an impeachment inquiry.
- 3) The President's Cabinet will then vote using the information from the charge sheet and a report from the Senate Standing Committee on Oversight whether to impeach the officer in question.
- 4) If the President's Cabinet rules by a majority in favor of impeachment, the officer is now impeached.
- 5) The impeachment trial will appear as an item on the agenda for the Senate of the Associated Students.
- 6) The Senate holds the power to try all impeachments and will vote whether to remove the impeached officer after hearing the proponents and defendants' opinions.
  - i. The removal of an officer requires a two-thirds (2/3) vote of the present members of the Senate.

- 7) If the Senate of the Associated Students votes in favor of removal from office, a second motion and vote must be held to determine the severity of the punishment.
  - i. The Constitution of the Associated Students states that the judgement of impeachments shall not extend further than removal from office, and disqualification to hold any office of honor, trust or profit under the Associated Students.
- b) THE IMPEACHMENT TRIAL AND REMOVAL:
  - 1) The Speaker of the Senate will add the impeachment trial to the agenda.
    - i. The format and headings of the agenda regarding the impeachment trial will be up to the discretion of the Speaker; however, the proceedings of the actual trial must follow what is outlined in this section of the Statutes of the Associated Students.
  - 2) The Speaker will seek a motion to approve the impeachment trial of the impeached officer and there must be a second.
  - 3) The gavel will then be passed to the Vice President who will preside over the trial.
    - i. The Speaker of the Senate will become a voting member of the body due to the gavel being passed.
  - 4) The Vice President will call the proceedings in the following order:
    - i. Introduction of the case to the Senate Body
    - ii. Presentation of the proponent opinion done by the Attorney General
    - iii. The floor will be opened to questions from the Senate Body
    - iv. Presentation of the defendant's opinion done by the officer in question
    - v. The floor will be opened to questions from the Senate Body
    - vi. The Senate Body will deliberate and vote
    - vii. If the officer is removed, a second vote will occur to determine the punishment
    - viii. The verdict will be given by the Vice President
  - 5) The gavel will be passed back to the Speaker of the Senate and the meeting will continue according to the agenda.

# TITLE XXIX: CIVICALLY ENGAGED NEVADA INITIATIVE FUND

## CHAPTER 2901: CIVICALLY ENGAGED NEVADA INITIATIVE FUND

### **SECTION 01: ESTABLISHMENT**

There is hereby established the Civically Engaged Nevada Initiative Fund (CENIF).

### **SECTION 02: MISSION**

The Civically Engaged Nevada Initiative Fund is the University of Nevada's civic engagement grant program. Students from all academic disciplines and departments are invited to propose projects that enhance the civic engagement of our campus and community. CENIF awards grants to projects that have the highest potential for Civic Engagement impact and success.

### **SECTION 03: STRUCTURE**

The application will open in September of each year and remain open until the first day of the Spring semester. The Director of Government Affairs has full discretion to open and reopen the application. The Director of Government Affairs will organize and appoint members to the CENIF Committee. The Committee will complete its review process and select the winning grant proposals by the end of the senate session on which it was applied.

### **SECTION 04: COMMITTEE STRUCTURE**

The committee will consist of the Director of Government Affairs, a professor from the Political Science Department, a representative from Center for Student Engagement, a representative from Facilities, a representative from the Student Services Division, a local governmental representative (elected or appointed, current or former), and any other members that the Director of Government Affairs deems as necessary.

### **SECTION 05: PROPOSAL SELECTION**

The committee may select as many proposals that can be funded with the amount allotted by the President in the ASUN budget. The 90th Session's award shall utilize the dollars.

### **SECTION 06: AUTHORIZATION OF APPROPRIATIONS**

There is hereby authorized to be appropriated such sums as may be necessary for the support of this service. The 90th Session's award shall utilize the dollars put forth by the Speaker of the Senate in the 89th Session.

# TITLE XXX: EVENT SUSTAINABILITY BEST-PRACTICES

## CHAPTER 3001: EVENT SUSTAINABILITY BEST-PRACTICES

### SECTION 01: ESTABLISHMENT

There is hereby established the ASUN Event Sustainability Best Practices

### SECTION 02: PURPOSE

The purpose of the ASUN Event Sustainability Best Practices is to ensure that officers of the Association continue to engage in sustainable practices while planning and executing events.

### SECTION 03: SUSTAINABILITY CHECKLIST

All officers of the Association in any stage of planning or executing an event, shall attempt in good faith and to the best of their ability, to adhere to the following sustainability practices:

- a) Officers shall utilize sustainable, recyclable, and/or biodegradable sources for single use products.
  - i) This includes but shall not be limited to: utensils, plates, cups, napkins etc.
  - ii) In the event that more need to be purchased, the Director of Executive Outreach shall order these items early and in bulk to make the most effective use of our budgetary constraints.
- b) Officers shall where possible reuse any multi-use materials.
  - i) This includes but shall not be limited to: decorations, table clothes, tables, etc.
- c) Officers shall avoid purchasing or utilizing non sustainable materials such as Styrofoam, non-recyclable plastics, etc.
- d) Officers shall make the maximal use of resources that have been provided to them.
  - i) Officers shall break down cardboard and stack any waste to maximize space and reduce trash bag consumption.
  - ii) Officers shall then dispose of such materials in an appropriate fashion.
  - iii) Officers shall make a good faith effort to utilize left-over supplies before purchasing new ones.
- e) Officers shall proceed with consciousness of future sustainability needs.
  - i) Officers shall when designing and purchasing new event materials attempt to bolster the re-usability of these products.
  - ii) For re-occurring events, officers shall refrain from including dates or locations on their physical marketing materials so that they may be re-used in the future.
- f) Officers shall embed the practices and principles of sustainability within the structure of their events.
  - i) Officers shall consider shifting their programs away from materialistic and unsustainable rewards and elevate experience centric events.
  - ii) Officers shall attempt to provide sustainable and environmentally friendly resources to reduce students' personal usage of more costly and less sustainable alternatives.
- g) Officers shall seriously consider and make attempts to redress any foreseeable sustainability problems.

### SECTION 04: ADHERENCE

Officers shall attempt in good faith to adhere to all of the above stipulations. This shall apply only to

instances where supplies are available, affordable, possible, and necessary. Once all reasonable attempts to comply have been exhausted, officers shall be free to proceed unencumbered. This imperative shall be reflected in the ASUN code of ethics. Any questions or points of confusion for these standards are to be resolved with the Director of Sustainability.